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IN REPLY
REFER TO

DLMSO

MAY 11 1999

MEMORANDUM FOR: DISTRIBUTION

SUBJECT: MILSTRIP Interim Change 99-7, Cancellation of
DD Form 1348-1

The attached change to DoD 4000.25-1-M, Military Standard Requisitioning and Issue Procedures (MILSTRIP), revises procedures to delete references to the canceled DD Form 1348-1.

Remove MILSTRIP pages and insert revised pages as indicated below. Changes are identified by ***bold-italicized*** text.

Remove Old

xxxix
2-1 thru 2-14
3-1 thru 3-27
5-1 thru 5-7
6-1 thru 6-17
A-i thru A-iii
A-1 thru A-18
A3-1
A4-1
C-i thru C-iii
C45-1 thru C45-4
C46-1 thru C46-6

Insert New

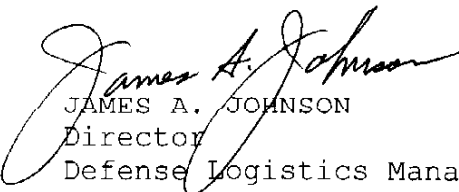
same
2-1 thru 2-15
same
5-1 thru 5-4
same
same
A-1 thru A-13
same
same
C-i thru C-iv
C45-1
C46-1

This change is effective immediately. With the publication of this change, other effective changes to MILSTRIP consist of Formal Changes 1 through 9 and Interim Changes 96-2, 97-1, 97-2, 97-3, 98-1, and 99-1 thru 99-6.

Addressees may direct their questions to DLMSO points of contact, Ms. Vermella Saváge, DoD MILSTRIP System Administrator, 703-767-0674, DSN 427-0674, or e-mail: vermella_savage@hq.dla.mil or Ms. Ellen Hilert, Co-Chair Supply Process Review Committee, 703-767-0676, DSN 427-0676, or e-mail: ellen_hilert@hq.dla.mil.



All others please contact your Component MILSTRIP or Supply PRC representative.


JAMES A. JOHNSON
Director
Defense Logistics Management
Standards Office

Attachment

DISTRIBUTION:
MILSTRIP Focal Points
Supply PRC Members

cc:
DASD(L)MDM
ARMY LOGSA SATPV L
LMI

FIGURES

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CHAPTER 2

PREPARATION AND SUBMISSION OF REQUISITIONS, MODIFIERS, CANCELLATIONS, AND FOLLOWUPS

A. PREPARATION OF REQUISITIONS

1. Requisitions will be prepared in one of the following formats described under Appendix A, Forms/Message Formats (Introduction), using the coding structures shown in appendix B:

- a. DD Form 1348, DoD Single Line Item Requisition System Document (Manual).
- b. DD Form 1348m, DoD Single Line Item Requisition System Document (Mechanical).
- c. DD Form 173/2, Joint Messageform.
- d. SF 344, Multiuse Standard Requisitioning/Issue System Document.
- e. DD Form 1348-6, DoD Single Line Item Requisition System Document (Manual-Long Form).
- f. DD Form 1348-1A, Issue Release/Receipt Document¹ (acceptable and preferred as a requisition when requesting property directly from DRMOs).
- g. DD Form 1348-2, Issue Release/Receipt Document, with Address Label.

2. The manual form (DD Form 1348, SF Form 344, or DD Form 1348-6) will be used only when:

- a. Facilities are not available to the requisitioning activity to enable electrical transmission of documents in data pattern format, formatted teletype messages, or when computer-readable machine sensible facilities are not available to the requisitioning activity.
- b. The requisition coding structure does not provide sufficient data to assist the supply source in making supply decisions. Use of exception data will cause delays in supply of materiel since each document containing such data must be withdrawn from routine processing, reviewed for the exception and continued in process after a decision has been made as a result of the review. Activities should not attempt to use exception data as a normal method for requisitioning materiel requirements. Limitations on the use of exception data are outlined in paragraph B., below.

3. Requisitions for conventional ammunition will contain Advice Code 3Q, 3W, 3Y, 3Z, 3V, or 3X, as applicable, when usable Condition E stock is acceptable.

4. Non-NSN requisitions will be prepared with DI A02 or A0B in DD Form 1348m when the

¹~~Effective 1 Nov 91, the DD Form 1348-1A, Issue Release/Receipt Document, became the primary document to issue, release, and receive materiel; however, you may continue to use the DD Form 1348-1, DoD Single Line Item Release/Receipt Document, until all stocks are exhausted, but not beyond November 1996.~~

CAGE and part number do not exceed the part number field and the item can be identified by additional data in rp 70-80 as indicated in appendix C3. Otherwise, DD Form 1348-6 will be used. This also applies to non-NSN lumber products.

5. The manual form (DD Form 1348 or 1348-6) will be prepared as reflected in Appendix C, Formats (Introduction), and appendices C1, C4, or A9 (message form) and in the number of copies as specified by the individual S/A.

6. The mechanical document will be used as the normal requisitioning document and will be electrically transmitted in data pattern computer-readable fixed length format to the supply source via DAAS. The mechanical document will be prepared using the format contained in appendix C1. Preparation will be by computer-readable or other mechanical means.

7. The DD Form 173/2 will be used when:

a. Data communication facilities are not available to permit document transmission by mechanized media.

b. The document contains exception data and/or rapid document transmission is required under the assigned PD.

8. Under exceptional circumstances, requisitions may be prepared on DD Form 1348 or 1348m, and read to the appropriate supply source by telephone in exact rp alignment. When requisitions are relayed by telephone, confirmation copies are not required and will not be forwarded.

9. Requisitions for perishable and nonperishable subsistence will be prepared using the following special instructions:

a. All subsistence requisitions will contain the applicable type of pack in rp 21. See codes in appendix B23.

b. All subsistence requisitions will contain a specific RDD (day of year format) in rp 62-64.

c. Brand name resale item requisitions will contain DI A04 or A0D in rp 1-3.

d. Brand name resale item identification numbers will be entered in rp 8-20, using appendix B5, paragraph 7.

e. To accommodate a condition peculiar to brand name resale subsistence requisitioned by/for OCONUS activities, Advice Code 2C will be entered in rp 65-66 to convey advice to the SOS to fill or kill an unfilled quantity which cannot be shipped by a vendor to arrive overseas within 30 days after the RDD. To implement this authority, the SOS will contact the vendor to determine if shipment has been made when the item has not been received at the transshipping depot by the contract delivery date plus 15 days. If shipment has not occurred, procurement/requisition cancellation action will be initiated by the supply source and the customer will be furnished appropriate supply status. If shipment has been made by the vendor, cancellation of the procurement cannot be effected. Such shipments which cannot be shipped to arrive at the OCONUS destination within 30 days after the RDD will be put in stock by the transshipping depot to fill future requirements. The SOS will furnish appropriate rejection status to the customer.

10. In the requisition document, followup (no supply status received) document and the cancellation (no supply status received) document, the identification code and the reference identification code will appear in documents applicable to part number requisitions (DIs A02 and A0B only). MRDs based on MROs issued by all activities will contain a fund code in rp 52-53. Referral order documents to DSCs from certain Navy stock points without computer capability may not include the date of receipt of demand in rp 67-69.

11. The manual form (DD Form 1149, Requisition and Invoice/Shipping Document) is used as a requisition and shipping document as specified by other DoD regulations. The DD Form 1149 will not be used for any processes under MILSTRIP.

12. Requisitions for conventional ammunition that should not be delivered before a specific date or later than a specific date may contain an RDP²¹ in rp 62-64. The formula for expressing an RDP is provided in appendix B14.

B. LIMITATION ON SUBMISSION OF EXCEPTION DATA REQUISITIONS

1. To enable supply sources to process requisitions in a timely manner to meet issue priority group, standard delivery dates, or required delivery dates, requisitioners should attempt to limit repetitive submission of requisitions which contain exception data, particularly those which are to satisfy high priority requirements. Requisitioners should use available MILSTRIP capabilities to ensure automated processes are used to the maximum extent possible. The processing of exception data requisitions is a resource intensive process that is prone to errors and generally delays required support. Supply sources receiving requisitions with unnecessary exception data; such as: "ship by commercial air," "do not use postal system," "ship by fastest traceable means," or "ship overnight delivery," are authorized to delete such information, change the exception DI to a nonexception DI, and continue processing. Supply sources will process all requisitions under the standards of the Uniform Materiel Movement and Issue Priority System (UMMIPS) (reference (e)). Within the UMMIPS time segment for transporting the materiel, it is the shipper's prerogative to select the mode of shipment based on time, distance, item characteristics, and economic factors. The repetitive use of the same exception ship-to address is an uneconomical way of doing business for all concerned. A separate DoDAAC assignment for this type of ship-to address should be made or the TAC 2 address of the involved activity should be changed and the resulting DoDAAC(s) used on applicable requisitions. Activities having multiple locations should assign a separate DoDAAC to each receiving location. It is incumbent upon the requisitioner to work with the applicable Service focal point to develop procedures to automatically process requisitions.

a. Authorized conditions for use of exception ship-to addresses are listed below. Requisitions containing exception ship-to addresses other than those listed will be rejected with Status Code D6.

(1) Sales/donations/loans/issues of materiel to qualifying Federal, State, or Civil organizations or individuals approved by the Service Secretaries.

(2) Issues of nuclear assets as directed by DNA to DOE contractors.

(3) Materiel in Supply Condition Code L to contractors.

(4) Issues required by national emergency or natural disasters.

²¹ FMS and Grant Aid requisitions are excluded from RDP procedures.

(5) Shipments of ammunition requiring special controls.

(6) Shipments to contractors for special testing.

(7) Requisitions from deployed Naval units with an R or V in rp 30; E, G, or W in rp 40; 01, 02, or 03 in rp 60-61; and, 999 in rp 62-64.

b. Exception data will normally be limited to the following:

(1) Non-NSN requirements which exceed the stock or part number field and/or require additional information.

(2) Non-NSN lumber products and other commodities identified and ordered by description only.

(3) Authorization/identification for items when such requirement is imposed by the ICP or by the parent Service or the requisitioning activity.

(4) NSN items in FSCs 5510, 5520, and 5530 requiring specification data; such as, species and/or grade.

(5) NSN requirements needing additional identifying information; for example, requisitions initially rejected with Status Code CG or CJ.

(6) Requisitions for the Navy's LEVEL 1/SUBSAFE program and nuclear reactor plant materials.

(7) NSN items for chemicals for boiler water and feedwater analysis.

(8) Requisitions used to establish a registered user with the ICP in a PICA/SICA situation.

(9) Requisitions for Marine Corps PWR or Pre-Positioning Ships Program.

2. Commanders will approve, or delegate in writing to specific personnel to approve, the submission of exception data requisitions.

C. PREPARATION OF NOT MISSION CAPABLE SUPPLY AND ANTICIPATED NOT MISSION CAPABLE SUPPLY REQUISITIONS

1. NMCS is a materiel condition indicating that systems and equipment are not capable of performing any of their assigned missions because of maintenance work stoppage due to a supply shortage (DoDI 3110.5 (reference (j))). Individual Service condition reporting systems (e.g., Air Force MICAP, Navy CASREP) may require the same qualifying criteria as NMCS but do not automatically generate NMCS requisitions.

2. Expedited Handling Signal 999

a. PDs 01-03, requisitions for items causing mission-essential systems and equipment to be NMCS, will be prepared to contain code 999 in rp 62-64 in lieu of the RDD. Code 999 will provide identification of documents related to critical items and requiring expedited handling. When entered into requisitions, code 999 will be perpetuated on MROs and DD Form 1348-1A (or DD

Form 1348-2.) This procedure applies only to materiel being shipped to U.S. Forces OCONUS and to Forces alerted for deployment within 30 days of the date of the requisition for materiel involved.

b. Code 999 will be used to identify the need for expedited handling only when the conditions specified below are met. (The Commanding Officer of the requisitioning activity will either personally review, or delegate in writing to specific personnel the authority to review, all requisitions identified for expedited handling to certify compliance with prescribed criteria.)

(1) The requisitioning unit must possess F/AD I, II, or III and

(2) the items or equipment required are causing mission-essential systems or equipment to be incapable of performing any of their assigned missions (NMCS) or

(3) the items or equipment required have been identified during maintenance or testing as necessary to prevent mission-essential system or equipment from being unable to perform assigned operational missions or tasks within 5 days of the date of the requisition.

3. Expedited handling signal 999 does not apply to FMS and MAP Grant Aid requisitions.

4. For NMCS conditions other than 999, the following procedures will apply:

a. PD must be 01-08.

b. Enter N in rp 62 of requisitions applicable to NMCS conditions originating at activities where forces in CONUS are not alerted for deployment.

c. Entries in rp 63-64 may indicate short RDDs expressed in number of days from the requisition dates.

d. These documents will be processed using the PD in rp 60-61.

5. ANMCS is a condition which is anticipated to occur within 15 days in the CONUS or 20 days OCONUS that will result in equipment becoming deadlined for parts, engines going out of commission for parts, aircraft going out of commission for parts, ships' capability being impaired for parts, etc. Requisitions for materiel to prevent degradation of the mission capability of such systems/equipment will be prepared as follows:

a. PD must be 01-08.

b. Enter E in rp 62 of requisitions applicable to ANMCS conditions.

c. Entries in rp 63-64 may indicate short RDDs expressed in number of days from the requisition dates.

d. These documents will be processed under the PD in rp 60-61.

6. NMCS and ANMCS requisitions will be submitted only for materiel in the quantities needed to return the mission-essential system or equipment to mission capable/operationally ready status or when items are not available in ready-for-issue condition at the supporting post, camp, station, or OCONUS theater. Use overnight or next day delivery service for NMCS and ANMCS shipments whenever possible.

7. Commanders will approve, or delegate in writing to specific personnel the authority to approve, all NMCS/ANMCS requisitions in writing and submit the requisitions by the most expeditious means. NMCS/ANMCS requisitions will be submitted only for parts required for installation on or repair of mission-essential systems and equipment, without which the Commander is unable to perform assigned Service operation/mission.

D. RESERVED

E. RESERVED

F. PREPARATION OF PRE-POSITIONED WAR RESERVE MATERIEL STOCK REQUISITIONS

1. Requisitions for the initial fill of PWRMS consumable item requirements will be prepared to contain Demand Code 0 in rp 44 and Project Code 3AA in rp 57-59 and may be prepared as "funded" or "unfunded" requisitions except that unfunded requisitions are not to be submitted to the GSA by DoD activities. Replenishment PWRMS requisitions will contain Project Code 3PR.

2. Funded requisitions for PWRMS requirements will contain a signal other than "D" or "M" (see appendix B10) in rp 51 and appropriate fund code entries in rp 52-53 (see appendix B11). Normally, funded requisitions for PWRMS requirements will contain only PDs 11-15, as appropriate, except that PDs 01-03, as appropriate, may be entered when overriding; operational situation justifies immediate supply support.

3. When newest materiel is required and this materiel must have at least 75 percent shelf life remaining, enter one of the appropriate advice codes from Appendix B-15 in rp 65-66. These codes are for DPSC-Medical items and apply to requisitions for Pre-Positioned War Reserve Requirements (PWRR), requisitions for Maritime Pre-positioned Ships Requirements (MPSR) and requisitions for other requirements whose activities have received approval from their Service/Agency to use the codes. Procedures for requesting and approving the use of these codes and the authorized approving Service/Agency activities are contained in Appendix B-15.

G. PREPARATION OF REQUISITIONS FOR ISSUE OF SERVICE-OWNED, SINGLE MANAGER FOR CONVENTIONAL AMMUNITION MANAGED ITEMS BELOW ESTABLISHED STOCK RESERVATION LEVELS

Service owners of SMCA managed items may grant authority to the SMCA ICP to issue assets below all established stock reservation levels. This authority will be conveyed to the SMCA ICP online by the Service owners with Advice Code 2S entered in rp 65-66 of the requisition or referral order.

H. RESERVED

I. SUBMISSION OF REQUISITIONS AND RELATED TRANSACTIONS

1. Frequency of submitting requisitions is the sole prerogative of the requisitioner and, except for subsistence items, the distribution systems will not prescribe scheduling. Requisitions will be submitted when necessary to meet requirements for stock or to meet specific requirements for immediate use. In order to make the system more efficient and cost-effective, activities should consider consolidating requirements to reduce the submission of low-value requisitions.

2. Methods of submission of requisitions will be as prescribed in chapter 1. Special

requirements for submitting GFM requisitions are contained in chapter 11.

3. The requisition submission time period extends from the date of the requisition to the date of receipt by the initial wholesale supply source, e.g., ICP or stock point which maintains any asset availability records for the purpose of filling materiel demands or ordering other supply action.

a. Date of requisition (as shown in requisition document number field) will indicate the actual date of transmittal from the requisitioner to the initial supply source. If requisitions are predated to facilitate local processing, the requisition date will be amended (if necessary) to reflect the true date of transmittal.

b. Time consumed by review/approval of control offices which are intermediary between the requisitioner and initial supply source is counted in the time standard for this segment.

4. The S/A implementation of this provision will provide for establishment of controls to ensure transmission of requisitions on the document number date. Controls will also be established to ensure nonduplicative transmission or receipt of requisitions.

5. Requisitions with DIs A0E and A05 will be transmitted by methods other than data pattern or computer-readable fixed length format. When these requisitions are mailed, the envelope will be conspicuously marked "MILSTRIP EXCEPTION DATA REQUISITIONS."

6. DI AF_ followups and DI AC_ cancellations on DI A0E or A05 requisitions will not include the exception data.

7. DI AT_ followups and DI AM_ modifier transactions will include the exception data. Message followups (DI AT_) on a requisition with exception data will be prepared as prescribed in appendix A10. Message modifier (DI AM_) with exception data will be prepared as prescribed in appendix A9.

J. RESERVED

K. MAINTENANCE OF REQUISITION AND DUE-IN FILES

1. Procedures for maintenance of requisition and due-in files are the responsibility of each S/A.

2. Requisitioners will ensure that status and materiel receipts are expeditiously processed to requisition and due-in files in order to preclude unnecessary followups.

3. Receipt takeup time standards for the requisitioner are one calendar day for PDs 01-08 and 3 calendar days for PDs 09-15.

L. RESERVED

M. FOLLOWUPS

1. Followups should be submitted by the requisitioner, SUPADD, or the activity designated by a significant entry in rp 54, based on a need for information and criteria prescribed herein.

2. Followup inquiries consist of five types, as follows:

- a. Followups submitted to obtain the latest status of requisitions. These followup inquiries will be prepared to contain DI AF (one through three) as prescribed in appendix B1.
 - b. Followups submitted to obtain the latest status on requisitions and which may be processed as requisitions when supply sources have no record of receipt of the original requisitions. These followup inquiries will be prepared to contain DI AT_ (one through five and seven or A through E) as prescribed in appendix B1.
 - c. Followups submitted as requests to improve ESDs contained in previously furnished supply status documents. These followup inquiries will be prepared to contain DI AFC, as prescribed in appendix B1. The AFC followup inquiries will be prepared only for transactions applicable to PDs 01-08, and will be submitted only after receipt of supply status which reflects ESDs not commensurate with materiel usage or need dates.
 - d. Followups submitted to obtain latest status on previously submitted cancellation requests and which may be processed as cancellation requests provided the original requests were not received. These followups will contain DIs in the AK_ series.
 - e. Followups submitted to obtain the DoDAAC of the initial transportation shipping activity for tracing shipments under MILSTAMP (reference (pp)).
3. Message followups will be prepared as prescribed in appendix A10.
 4. DI AFY followup inquiries will be submitted to the supply source when the initial shipment tracing action results in a negative response due to the inability to determine the initial (origin) transportation shipping activity.
 5. DIs AF1, AF2, and AF3 and AT_ followup inquiries will be submitted only under the following criteria:
 - a. Status data is not onhand to indicate a delay in receipt of materiel beyond the SDD or RDD (not applicable to followup inquiries requesting improvement in ESDs).
 - b. The UMMIPS order and shipping time standard for receipt of materiel has elapsed for requisitions on which status had not been requested.
 - c. Timeframes for submission of followups:
 - (1) For PD 01-08 demands - only after expiration of at least 3 days from date of the requisition or transaction date of the latest supply status.
 - (2) For PD 09-15 demands - only after expiration of at least 7 days from date of the requisition or transaction date of the latest supply status.
 6. Followups will be submitted to the supply source to which the requisition was submitted, except when supply status has been received indicating that another activity is responsible for processing the demand. When supply status has been received, the followup will be directed to the activity indicated as currently processing the requisition (i.e., "last known SOS").
 7. Activities initiating followup documents will take into consideration the fact that the supply source may not have a record of having received the original requisition. When no positive supply status has been received and no previous cancellation request (DI AC_) has been submitted, the

requisitioner or other authorized activity may follow up only with the appropriate document from the DI AT_ series. Such DI AT_ series documents will contain the same character in the third position of the DI as the original requisition and will be submitted under media and other rules applicable to such requisitions. The AT_ series of followups will be treated as requisitions if supply sources have no record of the original requisitions. Duplicate document number edits by supply sources will preclude duplicate processing and shipment if the original requisition is subsequently received by the supply source.

8. When positive supply status has been received, the requisitioner or other authorized activity may use any type of followup, subject to restrictions contained elsewhere in this manual.

9. Supply sources may follow up on a shipping activity, with the exception of followups requesting improvement in ESDs, utilizing the MRO format with DI AF6.

10. DI AK_ followups may be submitted 10 days after submission of the original DI AC_ cancellation request if no acknowledgment of receipt of the DI AC_ is received. If status is not received within 10 succeeding days, another AK_ followup may be submitted. If status is received acknowledging receipt of DI AC_ or AK_ documents, no further followup may be submitted until 30 days after receipt of last status.

N. RESERVED

O. REQUEST FOR SUPPLY ASSISTANCE

1. Requests for supply assistance may be initiated to the supply source on previously submitted PD 01-08 requisitions as shown in appendix A11. Authority to originate a supply assistance request will be prescribed in S/A regulations. The first line in the body of narrative messages will contain the words "Supply Assistance Request." Supply assistance includes status of requisitions, timely support of requirements, item substitutability and interchangeability, release of cancellation of backordered requisitions, diversion of materiel shipments, etc. A request for assistance may be accomplished by electronic mail (computer--DDN), message, letter, or telephone to the appropriate supply source. Telephone requests should not exceed seven lines; however, the limitation of items will be determined by the supply source ability to record the items and initiate timely responses. Replies to supply assistance requests will include an information copy to each addressee included in the incoming request.

2. The request should not be generated until supply status indicating open status has been received.

P. RESERVED

Q. CANCELLATION OF REQUISITIONS

1. Cancellation of requisitions may be initiated by the requisitioner, the SUPADD, the activity designated by the entry in rp 54, S/A headquarters, or by authorized command elements. If cancellations are initiated by other than the requisitioner, the responsibility for advising other interested activities of this action is vested in the activity having initiated the cancellation. Cancellation requests can be initiated as single line transactions or by narrative message containing one or more single line cancellation transactions.

2. Events such as base closures, termination of special projects, ship and unit inactivations, termination of agreements, or termination of vessel outfitting or construction can necessitate the

requirement for mass or universal cancellation of multiple lines. In some instances, the S/A headquarters would be aware that a total project or total requirement for a single base is no longer required and should be canceled. Thus, the S/A headquarters element could initiate the requests for mass or universal cancellation of multiple lines. Such requests will be submitted by message to the S/A designated focal points listed in chapter 8.

3. Under normal circumstances, cancellation requests represent a discontinued need of specific items and quantities. Funds will not be deobligated and individual due-in records will not be updated until status has been received indicating that cancellation has been accomplished. Accordingly, single line requisition cancellation is the preferred method. Single line cancellation actions will be processed under chapter 3, paragraphs AA. through AH. The preparation of single line cancellation requests will be accomplished using the format reflected in appendix C6.

4. Single line cancellation requests will be submitted to the last known source holding the applicable requisitions.

5. Single line item cancellation requests will not be submitted under the following circumstances:

a. When a CONUS activity has received notice of shipment (DI AS_ or DD Form 250, (Material Inspection and Receiving Report)), advising that shipment from a contractor's facility or a depot has occurred.

b. When an OCONUS activity has received shipment status
and

(1) the line item value of the cancellation is less than
\$200, or

(2) the materiel has been shipped by air mail or parcel
post, or

(3) the materiel was shipped more than:

(a) Ten days by air shipment to APOE.

(b) Forty-five days by surface shipment to WPOE.

6. Single line item cancellation requests will normally be submitted for conditions not excluded by paragraph Q.5., when a discontinued need for a requisition quantity occurs regardless of line item dollar value or status received. Such submission will enable supply sources to properly adjust demand, when appropriate, as well as initiate cancellation action, when feasible.

7. Single line item cancellation requests submitted against requisitions for which Status Code BV was received may result in billing for transportation charges and/or contract termination costs in the event the supply source is able to effect cancellation/diversion. (See chapter 3, paragraph AB.)

8. The responsibility for the utilization or disposition of materiel for which cancellation or diversion to an alternate consignee could not be effected is that of the consignee, the appropriate commander, or Service headquarters.

9. When shortages occur for materiel previously canceled or rejected, new requisitions with

new document numbers, citing appropriate issue PDs, will be submitted. Requests for reinstatement of previously canceled or rejected requisitions will not be submitted to supply sources.

R. RESERVED

S. MODIFICATION OF REQUISITIONS

1. A requisition modifier document may be initiated by the requisitioner, SUPADD, or control office to modify previously submitted requisitions. Restrictions for modifying GFM requisitions and associated transactions are contained in chapter 11.

2. A requisition modifier document may be used to change/modify the following fields in an original requisition document:

- a. Media and Status, rp 7.
- b. Supplementary Address, rp 45-50.
- c. Country FMS Offer/Release Option, rp 46 (FMS requisition).
- d. Freight Forwarder, rp 47 (FMS requisition).
- e. Signal, rp 51.
- f. Fund, rp 52-53.
- g. Distribution, rp 54.
- h. Project, rp 57-59.
- i. Priority Designator, rp 60-61.
- j. Required Delivery Date or Required Delivery Period (conventional ammunition only),
rp 62-64.
- k. Advice, rp 65-66.

3. For requisitions which are identified for continued document and/or shipment processing during mass cancellation situations, document modifiers (DI AM_) will be submitted at the earliest possible date and will contain an expedited handling signal "555" in the RDD field, rp 62-64. (See chapter 8.)

4. A requisition modifier document, DI AM_ will be prepared by originating activities completing all prescribed data element entries for a requisition. The requisition modifier document is usually submitted when changes to existing fields are needed to expedite processing of the requisition.

a. Entries in the requisition modifier document may differ from that in the original requisition only to reflect changes to one or any combination of the fields identified in subparagraph 2., above.

b. When the SUPADD (rp 45-50), the project (rp 57-59), the RDD (rp 62-64), or the

advice (rp 65-66) of the DI AM_ is blank, these fields of the original requisition will be modified accordingly (subsistence requisitions are excluded from RDD deletion provisions).

5. The activity initiating a requisition modifier document will be responsible for furnishing notification of such action to other interested activities, such as the requisitioner and SUPADD, when modifiers are initiated by control offices. The requisition modifier document will be transmitted to the last known SOS.

6. When the priority of an item previously requisitioned is modified and the quantity required is greater than the quantity previously requisitioned, a requisition modifier will be submitted for the original quantity and a new requisition will be submitted for the additional quantity required under the new priority. If the quantity required is less than the quantity previously requisitioned, a new requisition will be submitted for the quantity required under the new priority and if the quantity in the original requisition will be excess to needs, a cancellation request for this requisition should be submitted.

T. RESERVED

U. REQUISITIONING DoD EXCESS PERSONAL PROPERTY FROM THE DEFENSE REUTILIZATION AND MARKETING SERVICE

1. DoD activities and, under certain circumstances, authorized Federal Civil Agencies are authorized to requisition excess personal property through the DRMS or directly from a DRMO. Activities will request, through an accountable supply officer, only that property which is authorized by parent headquarters or command and will not request quantities of property which exceed authorized retention quantities. Each S/A will furnish DRMS the Federal condition codes that are acceptable in relation to the supply condition code being requisitioned. The DRMS maintains the IDMS, a standardized and centralized control and accounting system for all excess and surplus personal property located in the DRMOs, and provides visibility of such property through a variety of utilization screening procedures. (See DoD 4160.21-M (reference (k)) for utilization policy and procedures.)

a. Requisitions from DoD activities for excess personal property will normally be routed via **DDN** through the DAAS to the DRMS for processing or the requisition may be hand carried to the DRMO for property previously selected, scheduled for pickup, or required as a result of screening at the DRMO. The RI of the DRMO should be placed in rp 4-6 of DD Form 1348-1A (or DD Form 1348-2) requisitions hand carried to a DRMO. Activities or units unable to submit requisitions through DDN may forward them directly to DRMS by mail or by narrative message but it should be understood that this is not the standard procedure and should be discontinued as soon as the ability to use DDN is realized.

b. Requisitions submitted to DRMS will be in the format specified in appendix C1, DRMS RI (S9D) in rp 4-6, with K, L, R, or S in rp 40, Signal D or M in rp 51 to denote free issue; Advice Code 2J (fill or kill) in rp 65-66 or blank; and the appropriate supply condition code in rp 71. For a specific item, the requisition will contain the DTID number or ERN in rp 67-80 (DTID suffix, if applicable, in rp 21). For nonstock numbered items, the DI will be A0D or A04. Requisitions hand carried to the DRMO for pickup of property will be prepared on a DD Form 1348-1A (or DD Form 1348-2), as specified in chapter 5, paragraph C. Authorized Federal Civil Agencies may requisition excess/surplus property from DRMS using SF 122, Transfer Order-Excess Personal Property, or any other transportation order form approved by GSA under FPMR subchapter 4, part 101-43 (reference (l)). All requisitions for small arms will be submitted under paragraph W. PCH&T charges will be applied using DoDD 4140.1-R (reference (m)).

(1) DI A0_ requisitions submitted through DAAS will be edited by DAAS to determine if the requisition is for excess personal property. The DAAS edit is as follows:

(a) If the requisition contains K, L, R, or S in rp 40 and a condition code is entered in rp 71, DAAS will route the requisition to DRMS. If a condition code is not in rp 71 and a DTID number is entered in rp 67-80, DAAS will route the requisition to DRMS.

(b) If a condition code is not in rp 71 and a DTID number is not in rp 67-80 and RI S9D is entered in rp 4-6, DAAS will reject the requisition back to the message originator with a clear text message stating, "INVALID FORMAT FOR DRMS REQUISITION."

(c) If the conditions in subparagraphs (a) and (b), above are false, DAAS will continue requisition processing.

(d) If the requisition contains RI S9D in rp 4-6 and a condition code is entered in rp 71 and rp 40 does not contain K, L, R, or S, DAAS will route the requisition to DRMS.

(e) If a condition code is not in rp 71, and rp 40 does not contain K, L, R, or S, and a DTID number is entered in rp 67-80, DAAS will route the requisition to DRMS.

(f) If a condition code is not in rp 71 and rp 40 does not contain K, L, R, or S, and a DTID number is not in rp 67-80 and RI S9D is in rp 4-6, DAAS will reject the requisition back to the message originator with a clear text message stating "INVALID FORMAT FOR DRMS REQUISITION."

(2) For validated excess personal property requisitions, DAAS will provide the requisitioner DI AE9 supply status transaction with Status Code BM. Requisitions with DI A0B or A02 and RI S9D will be processed by DAAS to obtain an NSN. If an NSN is found for the part number, DAAS will change the DI to A0A or A01 and pass the requisitions with the NSN to DRMS. DAAS will provide the requisitioner a DI AE9 supply status transaction with Status Code BG. If an NSN is not found, DAAS will reject the requisition.

c. Upon receipt of the requisition, DRMS will select the requested item for issue or provide appropriate supply status if not available. If rp 65-66 are blank and the requested materiel is not available, DRMS will place the requisition on the requisition retention file for 60 days and furnish Supply Status Code B1. If all of the requested materiel does not become available during the 60 day retention period, the remaining unfilled quantity will be canceled using Status Code D1.

(1) If stock is available, the DRMS will transmit an MRO, DI A5_ (DD Form 1348-1A), to the DRMO. In those instances where a specific item has been requisitioned, the DTID number or ERN will be perpetuated on the MRO. MROs received by a DRMO from DRMS will be confirmed or denied, as appropriate. Responses by DRMOs to followups (DI AF6) will be made using the MRC with DI AR0; MRD with DI A6_; or the supply status document with DI AE6, as appropriate.

(2) The DRMS will process single line cancellation requests or requisition modifier documents if the MRO has not been transmitted to the DRMO or if the requisition is on the requisition retention file. The DRMS will not process mass cancellation requests.

d. When the DRMO issues materiel as a result of DD Form 1348-1A being hand carried to the DRMO, an MRC, DI AR0, will be prepared in the format of appendix C13 and transmitted to DRMS.

2. The DRMS will respond to followups under procedures in chapter 3 and furnish status as outlined in chapter 4.

3. Materiel will be shipped from DRMOs to authorized requisitioners using MILSTRIP.

4. Requisitioner requests for modification, cancellation, or followup to DRMS will be processed under chapter 2.

V. RESERVED

W. REQUISITIONING CONVENTIONAL SMALL ARMS FROM THE DEFENSE REUTILIZATION AND MARKETING SERVICE

1. Conventional small arms as identified in MILSTRAP, reference (cc), will generally fall into one of the following FSCs: 1005, 1010, 1015, 1025, 1040, 1055, 1090, and 1095. However, this list is not to be considered all inclusive. The DRMS will treat any weapon meeting the general guidelines of a small arms accordingly regardless of the FSC. This covers all weapons meeting this criteria, regardless of origin (including foreign, commercial, confiscated, and nonappropriated funds weapons and museum pieces).

2. All DoD requisitions for small arms will be submitted by an accountable supply officer to the CONUS IMM. Requisitions must include the following exception data: DTID number/ERN, as appropriate, and PCH&T citations. Such requisitions received directly by the DRMS or the DRMO will be rejected to the requisitioning activity. Requisitions approved by the IMM will be mailed to DRMS, Battle Creek, MI 49017-3092, ATTN: DRMS-U.

X. RESERVED

Y. SHIPMENT TRACING

1. When shipment status has not been requested and materiel has not been received in normal transit time, a followup (DI AF1, AF2, or AF3) will be submitted.

2. When shipment status has been received evidencing that shipment has been made, followups (DIs AF1, AF2, AF3, AT_, and AFC) will not be submitted. These actions would result only in receipt of another shipment status document with the same data.

3. If materiel has not been received and the date of shipment cited in the shipment status transaction indicates that normal transit time has expired, a request for shipment tracing will be initiated using MILSTAMP (reference (p)).

4. When the shipment cannot be located or traced using information in the initial DI AS_ shipment status transaction, a DI AFY followup transaction will be submitted to the supply source to request the DoDAAC of the initial (origin) transportation shipping activity using the appendix C4 format. Upon receipt of the DI ASY response from the supply source, the requesting activity will furnish this DoDAAC information to their local transportation officer for shipment tracing under MILSTAMP (reference (p)).

Z. RESERVED

AA. SPECIAL GSA PROCEDURES ON NONMAILABLE ITEMS

1. A requisition submitted to GSA with Advice Code 2A (item not available locally) will be processed regardless of possible excessive transportation costs.
2. A requisition submitted to GSA without Advice Code 2A for an item valued at \$25 or less will be canceled (with Status Code CW) if, at time of shipment, transportation costs in excess of 50 percent of the item value would be incurred in shipping the order. GSA will notify the ordering activity when this condition exists and the requisitioner should attempt to procure the item locally. If local procurement cannot be effected, a new requisition should be submitted with Advice Code 2A. In response, GSA will supply the item regardless of transportation costs.
3. MAP Grant Aid and FMS requisitions under these procedures will not be returned for local procurement.

AB. DEFENSE AUTOMATIC ADDRESSING SYSTEM EDIT OF INCOMING REQUISITIONS

1. The DAAS will edit all incoming requisitions and other MILSTRIP transactions for data errors and validity under procedures in DoD 4000.25-10-M (reference (q)).
2. As a result of these edits, DAAS will correct data entries or reject transactions. In the case of SOS errors, the correct SOS will be entered in the RI field and the transaction rerouted, as appropriate.

CHAPTER 3

REQUISITION PROCESSING AND RELATED ACTIONS

A. GENERAL

1. Supply sources receiving MILSTRIP requisitions, modifiers, passing orders, referral orders, followups, RDOs, and cancellations, regardless of the method of transmission, will process such transactions using these procedures. Supply sources will validate the data elements and codes in these transactions and accomplish changes, continue the processing action, or reject¹ the documents, as indicated in figure 3-1. See appendix B16 for appropriate requisition transaction status codes.

2. When supply sources and storage activities utilize the sequential (or batch) method of processing and do not possess real time processing capability, such processing is to be performed as frequently as necessary in order to meet UMMIPS time standards, or specific RDD for subsistence requisitions as applicable. In every such cycle, cancellation requests (DI AC_) including automatic cancellation initiated by the supply source) and MOV reconciliation requests (DI AP_) will be processed prior to backorder releases and new requisitions (DI A0_). Demands will be sequenced as follows:

- a. PD in rp 60-61.
- b. OSD/JCS project codes, when entered in rp 57-59.
- c. Expedited Handling Signal (999 in rp 62-64) with PD 01, 02, or 03 in rp 60-61.
- d. N (NMCS) in rp 62 and PD 01-08 in rp 60-61.
- e. E (ANMCS) in rp 62 and PD 01-08 in rp 60-61.
- f. Expedited Handling Signal (555 in rp 62-64) and PD 01-08 in rp 60-61.
- g. Expedited Transportation Signal (777 in rp 62-64) and PD 01-08 in rp 60-61.
- h. RDD/RAD in rp 62-64, if earlier than the computed SDD.
- i. Requisition document number date in rp 36-39.
- j. RDP in rp 62-64, if later than the computed SDD - conventional ammunition only.

3. Backordered requirements will be merged (in above sequence) with all new transactions in any requisition processing cycle in which additional assets become available; for example, receipts of materiel and debit onhand adjustments.

4. Processing points will record date of receipt in rp 67-69 of each requisition, redistribution order, and passing order received. The actual date of receipt shall be captured in requisitioning

¹Rejection of transactions will be accomplished only after an attempt has been made to correct the questionable data element or code. If rejection actions are applicable to more than one data element or code and no other reject status code applies, reject using Status Code CA.

transactions. Manually prepared requisitions or mailed requisitions submitted by requisitioners shall be processed by the supply source to reflect the actual date of receipt of the manually prepared or mailed requisitions. The actual date of receipt shall also be indicated by the supply source in requisitions received via DDN. This date may be captured by supply or communications terminal personnel in the individual requisitions and must be compatible with the applicable DDN header transaction receipt date. This date will not be perpetuated into subsequent passing orders when moving between distribution systems but will be perpetuated into subsequent referral orders moving within the same distribution system. Date of receipt will enable supply sources to compute the requisition submission time. Computation will be made by subtracting the date in rp 37-39 of the demand transaction from rp 67-69, recognizing the year indicator in rp 36 when the value of rp 67-69 is less than that in rp 37-39. The submission time in the transactions will provide a basis for the ICPs to measure the first cycle segment of supply effectiveness. The RI "From," when utilized, will be placed in rp 74-76 of RDOs, referral, and passing orders.

5. The transaction document number; such as, the entries in rp 30-43, and rp 44 when a suffix is applicable, will be used as a basis for determining duplicate transactions. Duplicate requisitions, passing/referral orders, RDOs, and MROs will be disregarded by the recipient.

B. RESERVED

C. EFFECT OF PRIORITY DESIGNATOR ON REQUISITION PROCESSING

1. Each requisition will contain a PD assigned by the requisitioning activity, which will not be changed by processing points. The assigned PD dictates the precedence of internal supply processing actions (such as, from the receipt of a transaction until release to transportation) and determines the SDD. The mandatory time standards for processing of transactions are as indicated in Figure 3-2. All time standards are expressed in calendar days from the time of receipt of requisitions at the initial supply source. For subsistence requisitions, the assigned RDD is the primary processing criteria, while the assigned PD dictates the precedence of internal supply processing action for requisitions reflecting identical RDDs. Time standards, indicated in Figure 3-2, do not apply to subsistence requisitions. See appendix B14.

2. On occasion, available assets will be insufficient to satisfy all current demands and backorders for specific items. The materiel manager will reserve assets of such critical items through the use of item control levels and criteria which will restrict issue to specific categories of requirements only, i.e., those within designated ranges of PDs, JCS approved projects, or firm commitments for delivery of materiel to MAP recipients. Control levels will be established for IMMs to reserve stocks for issue only for PD 01-03. These requirements will be satisfied by issue to zero stock balance of serviceable stocks. Control levels may be established at the discretion of the IMM to reserve a greater level of stocks which may not be issued for PD 09-15 requirements.

3. Control levels will also be established by the supply source to restrict issues against requisitions for the initial fill of PWRMS consumable item requirements to ensure that:

a. Assets available below the AFAO are not issued against requisitions for PWRMS requirements which contain Signal D or M in rp 51 regardless of PD.

b. Assets available below the ROP are not issued against requisitions for PWRMS requirements which contain a signal other than D or M in rp 51 and a PD of 11-15 during initial processing of the requisition. Subsequent processing of such requisitions is prescribed in paragraph E.

4. OSD/JCS projects, when so designated, and PD 01-03 requisitions containing code 999 in rp 62-64, in lieu of the RDD/RDP, will be ranked above all other requisitions with the same PDs for processing purposes. Code 999 requisitions and related transactions will receive special attention to provide for expedited processing actions.

5. When system-wide inventory levels do not permit positive supply action on all requisitions within a given PD, supply procedures will provide for a release of demands containing the specifically designated OSD/JCS project codes and code 999 in the RDD field as the respective most urgent. PD 01-08 requisitions containing Expedited Handling Signal 555 or Expedited Transportation Signal 777 in the RDD field and other requisitions/materiel obligations will be processed for release under paragraph A.2., this chapter.

D. SUPPLY SOURCE PROCESSING OF REQUISITIONS WITH ADVICE CODE 2D, 27, OR 29

Upon receipt of any requisition displaying Advice Code 2D, 27, or 29, an edit will be performed to determine if an increase in the requisition quantity to the quantity unit pack is less or more than \$5. If less than \$5, the advice code will be disregarded. If \$5 or more, the advice code will be honored and processed for the exact quantity requested. When a quantity adjustment is made using the above criteria, the customer will be notified using BJ status.

E. SUPPLY SOURCE PROCESSING OF PRE-POSITIONED WAR RESERVE MATERIEL STOCK REQUISITIONS

1. Supply sources, except GSA, will process funded and unfunded requisitions for the initial fill of PWRMS consumable item requirements using the criteria established below. The GSA will process only funded requisitions for PWRMS requirements and does not differentiate between those requisitions and others.

2. Upon receipt of PWRMS requisitions for the initial fill of consumable item requirements (Demand Code 0 in rp 44 and Project Code 3AA in rp 57-59), the supply source will determine asset availability in excess of the AFAO and:

a. If sufficient assets are available in excess of the AFAO to satisfy the total requisition quantity, the total requisition will be processed as free issue, regardless of the signal in rp 51.

b. If the assets available in excess of the AFAO are not sufficient to satisfy the total requisition quantity, then the portion of the requisition quantity equal to the quantity of assets available in excess of the AFAO will be processed as free issue, regardless of the signal in rp 51, and the balance of the requisition quantity will be processed under subparagraph 3., below.

3. When the supply source determines that assets are not available in excess of the AFAO, the signal in rp 51 of the PWRMS requisition for the initial fill of consumable item requirements (Demand Code 0 in rp 44 and Project Code 3AA in rp 57-59) will be checked and:

a. If the signal is D or M, the unfilled quantity on the requisition will be rejected. The rejection will be accomplished under Status Code CB since all unfunded PWRMS requisitions will be processed as "fill or kill."

b. If the signal is other than D or M, the PWRMS requisitions will be processed as containing Advice Code 2L in rp 65-66 and the PD in rp 60-61 will be checked to determine further processing routines.

(1) Except for subsistence, PWRMS requisitions with PD 01-03 will be processed for issue using UMMIPS supply source processing standards. Subsistence requisitions will be processed to meet a specific RDD.

(2) Except for subsistence, PWRMS requisitions with PDs 11-15 will be issued from assets available above the ROP or equivalent. When assets above the ROP or equivalent are not available to satisfy the requisitioned quantity, the unfilled quantity will be placed on backorder and appropriate supply status will be provided with an ESD equal to one procurement lead time. Backordered PWRMS requisitions with PDs 11 through 15 will be released from backorder at the end of the procurement lead time or when sufficient stocks are available above the ROP. (PWRMS requisitions with PD 04-10, when received, will be processed in the same manner as PD 11-15 requisitions.)

F. SUPPLY SOURCE PROCESSING OF REQUIRED DELIVERY PERIOD REQUISITIONS (CONVENTIONAL AMMUNITION ONLY)

1. Requisitions with an RDP that has an earliest delivery date that is within the standard UMMIPS timeframes for the PD will be processed using the time period established for that PD.

2. Requisitions with an RDP that has an earliest delivery date that is longer than the standard UMMIPS timeframes for the PD will not be placed on backorder. If stock is not available, the requisition will be referred or rejected back to the customer. If stock is available, an MRO will be issued to the storage facility. The shipping activity will establish necessary control mechanisms to provide timely shipment to the customer.

3. Requisitions that cannot be delivered within the RDP will be rejected with CB status.

4. RDP procedures do not apply to FMS or Grant Aid requisitions.

G. SUPPLY SOURCE PROCESSING OF REQUISITIONS FOR NONCONSUMABLE ITEMS FROM A NONREGISTERED USER

1. If the PD is 01-08, the requisition will be processed for issue. Supply Status Code DS will be furnished to the requisitioner.

2. If the PD is 09-15 and assets are available above the ROP, the requisition will be processed for issue. Supply Status Code DS will be furnished to the requisitioner.

3. If the PD is 09-15 and assets are not available above the ROP, the requisition will be rejected with Status Code CC or CN, as appropriate.

H. FURNISHING STATUS

Chapter 4 prescribes and defines the various types of status data to be furnished on requisitions and in response to followups, cancellations, and modifier transactions.

I. SUPPLY SOURCE PROCESSING OF SUBSISTENCE REQUISITIONS

Subsistence requisitions will not be backordered. Subsistence requisitions will be processed to meet specific RDD.

J. MAINTENANCE OF REQUISITION HISTORY RECORDS

Supply sources will retain accessible requisition history records for a minimum period of 6 months after closing of requisition records by cancellation, rejection, or shipment to provide responsive replies to followup inquiries.

K. REJECTION OF REQUISITIONS

Rejection of requisition transactions may be accomplished by supply sources using the appropriate status codes prescribed in appendix BI6. Supply status transactions with appropriate status codes will be furnished requisitioning activities under chapter 4 as notices of requisition rejection, with the reason for such action indicated by status code.

L. RESERVED

M. RELEASE OF MATERIEL OBLIGATIONS

A materiel obligation is that quantity of an item requisitioned which is not immediately available for issue, but which is recorded as a stock commitment for future issue. Supply sources will establish procedures for the partial release of the materiel obligation when assets are insufficient to satisfy the entire demand consistent with the PD and delivery requirements of the requisition involved.

N. RESERVED

O. PREPARING MATERIEL RELEASE ORDERS

1. MROs, when used, are prepared by the supply source as a result of processing requisitions against inventory records and determination that materiel is available. MROs are issued to the storage site within the same supply distribution complex of the source having processed the requisition. MROs are used as a directive for release and shipment of materiel from stock and result in the preparation of DD Form 1348-1A. Preparation of MROs will be accomplished using the format reflected in appendix C11. The DD Form 1348-1A may be used in lieu of the MRO.

2. Requisitions or MROs which contain Advice Code 2T and do not contain a date in rp 62-64 will be processed under the assigned PD without regard to the advice code.

P. MATERIEL RELEASE CONFIRMATION

1. The MRC transaction serves as advice from a nonaccountable storage site to the supply source which initiated the MRO, of supply action taken. MRC transactions will be prepared using the format contained in appendix C13.

2. When the quantity shipped is:

a. Greater than the quantity requested in the MRO due to unit pack characteristics, the MRC will contain DI ARA.

b. Less than the quantity requested in the MRO due to unit pack characteristics, the MRC will contain DI ARB.

3. When the quantity shipped has not been adjusted for unit pack characteristics, the MRC will always contain DI AR0 and show the quantity actually shipped. DI AR0 will be used for

confirmation of a partial quantity shipped when the remainder is being denied. Use paragraph U.4. to furnish MRCs in response to DI AF6 followups.

4. Supply sources will follow up on storage facilities at least once every 30 days for unconfirmed MROs which are 7 days old for PDs 01-08 and 15 days old for PDs 09-15.

Q. STORAGE ACTIVITY DENIALS OR REJECTION OF MATERIEL RELEASES

1. MRDs are prepared by storage sites and transmitted to the supply source which initiated the MRO as notification of negative action on the MRO. MRDs will be prepared in the format reflected in appendix C15 and will show the quantity denied and appropriate management code.

2. If the storage activity cannot meet the delivery timeframe specified by the RDP in rp 62-64, DI AE6/CB status will be provided to the supply source. The supply source will advise eligible status recipients (applies to conventional ammunition requisitions only).

R. RESERVED

S. INITIATING PASSING OR REFERRAL ORDERS

1. Passing or referral orders are the transactions used by a supply source to pass or refer a requisition to another source for continued supply action. Supply sources receiving a passing or referral order will perpetuate the same DI when referring the requisition to another supply source for continued supply action or create an MRO for continued supply action and release of materiel. See appendices C20 and C21 for passing and referral order formats. The date of receipt of the original requisition will be entered in rp 67-69 of the referral order.²

2. Non-NSN requisitions (mechanical), when passed or referred, will be forwarded to another supply source as follows:

a. If there are no reference data in rp 70-80, DDN or message will be utilized.

b. If there are reference data in rp 70-80, it will be the option of the passing/referring activity to omit either the reference data and forward by DDN or message or perpetuate pertinent reference data and forward by mail.

3. When a SICA receives a requisition for a nonconsumable item from a SICA activity, the SICA may determine supply action if stocks are normally held for this purpose, or the SICA may forward the requirement to the PICA. If forwarded to the PICA, the SICA must record the requisition as received from the SICA requisitioning activity and recode the requirement, as necessary, with the PICA's RI and the appropriate combination of M&S, SUPADD, signal, fund, distribution, and/or project code which will ensure PICA output of status, billing, MOV requests, and consignment instructions consistent with the SICA service's nonconsumable item program implementing instructions. If the SICA elects to use M&S 8, the SICA must identify itself in rp 54 and will not provide the SICA requisitioning activity with BM supply status. The SICA will provide the SICA requisitioning activity with status received from the PICA based on the data elements and coding contained in the original requisition.

²For referral orders submitted to the SMCA that are backorder releases from the Service ICPs, rp 67-69 will contain 888.

T. RESERVED

U. PROCESSING FOLLOWUPS

1. Followup transactions will be processed to determine the current status of requisitions, cancellation requests previously submitted, or the DoDAAC of the initial (origin) transportation shipping activity when the shipment originated from a location other than the supply source. Time standards for

dispatching status in reply to followups established for the distribution system (excluding DI AFC followups) are as follows:

a. For PD 01-08, dispatch status within 2 days from the date of receipt of the followup.

b. For PD 09-15, dispatch status within 5 days from the date of receipt of the followup.

2. Processing points, upon receipt of DI AT_ followups for which there is no record of the original requisitions, will process the followups as requisitions unless Status Code BF has been previously provided in response to an earlier cancellation request under chapter 4. This will be accomplished by changing the followup DI to the appropriate DI within the "A" series and following the normal processing routine for requisitions. However, the DI AT_ series transaction will only be processed as a requisition after a thorough review has been accomplished in order to preclude duplicate shipments. Status will be furnished under chapter 4.

3. Processing points, in receipt of followups in the DI AT_ series for which there is a record of the original requisition, will furnish supply or shipment status under chapter 4.

4. A storage activity, in response to a DI AF6 followup initiated by a supply source, will respond with shipment confirmation, denial, or supply status information, as appropriate.

a. On an MRO being shipped, or which has been shipped, the storage activity will respond with an MRC, DI AR0, ARA, or ARB, after shipment.

b. On an MRO in the process of being denied, the storage activity will respond with an MRD, DI A6_. When the MRO was previously denied, the response will be supply status, DI AE6, with Status Code BY in rp 65-66, the quantity denied expressed in rp 25-29, and the reason for denial expressed by the appropriate management code in rp 72.

c. On an MRO for which both partial shipment and partial denial occur, the procedures in subparagraphs a. and b. above apply for the appropriate respective quantities, except MRC; DI AR0 will be used for the partial quantity shipped or in the process of being shipped.

d. On an MRO on which shipment is being delayed, the storage activity will respond with supply status, DI AE6, with Status Code BA in rp 65-66, and ESD in rp 70-73.

5. Storage activities will use DI AE6 with Status Code BE to respond to supply source followups if the storage activity has a record of the MRO but no record of having taken action in response to the MRO. Supply sources in receipt of this status will validate the original requirement with the requisitioner (rp 30-35) or for GFM requisitions with the MCA designated by distribution code in rp 54 by narrative message. The MCA is responsible for taking the necessary action to validate GFM requirements with the requisitioner and the supply source. If the requested materiel has not

been received, and the requisitioner's or the MCA's response indicates a continued valid requirement, the processing point will generate an MRO modifier, DI AM_ transaction, which contains the same data as the original MRO. Storage activities in receipt of MRO modifiers will process them using paragraph Y.

6. Storage activities responding to a followup initiated by a supply source on an MRO for which no record is held at the storage activity will utilize a DI AE6 with BF supply status.

7. Supply sources in receipt of storage activity responses to DI AF6 followups will furnish appropriate status to eligible recipients using chapter 4.

8. Requests for supply assistance and followup inquiries requesting improvement in ESDs (DI AFC) require management decisions relative to supply requirements which are not normally programmed in a manner to permit mechanical processing. DI AFC transactions (on PD 01-08 requisitions only) should be manually reviewed to permit a determination as to whether the ESDs can be improved. Receipt of the AFC transactions at the supply sources serves as a notification of the need for the concerned materiel to be received by consignees on dates earlier than those which would result from the shipments accomplished using the supply source ESDs. The actual date of the requirement need is the prerogative of the requisitioning activity. Any advancement of the ESDs, including a single day, will be considered by supply sources as an improvement. Management decisions, designed to improve ESDs, should include one or more of the following and/or any other additional actions which will cause improvement in ESDs:

- a. Cannibalization of existing equipment.
- b. Acceleration of repair programs.
- c. Offers of interchangeable or substitutable items.
- d. Diversion of materiel shipments.
- e. Supply from reserve assets.
- f. Supply from known station or depot excess stocks.
- g. Supply resulting from screening of materiel held pending classification.

9. During the course of actions taken to improve ESDs, followup inquiries will not be construed by supply sources as authority to override any requirements of equal and/or higher priority. Consideration will not be given to diversion of any assets required to satisfy requirements of equal and/or higher priority.

10. When determination is made that requested improvement in ESDs can be accomplished, the revised ESDs will be transmitted to status recipients. When actions taken by management do not result in improved ESDs, status recipients will be provided with the latest status applicable to the requisitions concerned. Responses to DI AFC followups may be in abbreviated message format (appendix A12) at the option of the supply sources.

11. Upon receipt of a followup on a previously submitted cancellation request (DI AK_), supply sources will:

- a. Provide status under the procedures of chapter 4, if the original cancellation request has been processed.

b. Process the DI AK_ followup as a cancellation request and provide status under the procedures of chapter 4, if the original cancellation request was not received.

12. Supply sources in receipt of followups on requisitions for which lateral redistribution action was taken will provide applicable status as follows:

a. if the current status is BA and the ESD or the UMMIPS time frames, which ever applies, has not passed, provide BA status with the appropriate ESD to the requisitioner.

b. If the current status is BA and the ESD or the UMMIPS time frames, which ever applies, has passed, provide B5 status to the requisitioner and generate a DI AF6 with the RI of the reporting activity in rp 4-6 and a 2 in rp 54.

c. If the current status is positive shipping status DI AS_, provide DI AS_.

13. Supply sources in receipt of responses to DI AF6 followups will furnish appropriate status to eligible recipients using chapter 4.

14. Processing points passing DI AF_, AT_, or AK_ followup transactions to another SOS for continued action will place their RI code in rp 67-69 of the followup transaction. Processing points receiving such passed transactions will not automatically pass such transactions back to the processing point from which the transaction was received (for example, the RI "From" in rp 67-69) without obtaining the prior agreement of that activity.

V. RESERVED

W. PROCESSING REDISTRIBUTION ORDERS

1. RDOs are originated by an IMM to direct release of materiel from a supply distribution activity to another within the same distribution system.

2. For intra-Service use, an RDO may be used to direct release and shipment of materiel from a post, camp, station, or base to another similar activity to satisfy a specific demand.

3. RDOs will be prepared in the appendix C22 format.

X. RESERVED

Y. PROCESSING REQUISITION AND MATERIEL RELEASE ORDER MODIFIER DOCUMENTS

1. Supply sources will process requisition modifier transactions to provide for modification of requisitions on backorder or for which MROs have not been processed to storage activities. The corresponding original requisitions in process, and materiel obligations, will be recycled under S/A policy and normal processing actions will be continued to accommodate the modifier PD or RDD/RDP.

a. Modification of MROs is at the discretion of the S/As. However, modifications will not be processed against requisitions for which LROs of retail assets have been generated.

b. Modification of requisitions which have been submitted to procurement sources for direct delivery is not required, except for requisition modifier documents which contain:

(1) A revised Country FMS offer/release option code (rp 46) and/or FF code (rp 47), in the format shown in appendix C19 (DI AMF).

(2) Expedited Handling Signal 555 in the RDD/RDP data field, rp 62-64, in the format shown in appendix C19 (DI AMP).

(3) Changes to the SUPADD and signal fields in the format shown in appendix C19 (DI AMF). The signal code will be indicated in rp 77.

c. The application of modifiers on requisitions for which split actions have been taken by the supply source is at the option of the S/As.

d. Supply sources will provide status after processing requisition modifier documents as follows:

(1) When the modifier transaction contains invalid entries for data elements listed in chapter 2, which would require rejection under requisition edits prescribed in paragraph A.1., the modifier request will be rejected by means of D7 supply status (DI AE_). Note: This supply status transaction will contain the same data fields as on the unmodified requisition, except for the status code (rp 65-66) and transaction date (rp 62-64). This will allow the initiator of the DI AM_ to rebuild the requisition as it appears on the supply source records.

(2) When the requisition modifier transaction is not honored because the requested modifications cannot be made, supply sources will provide B2 supply status to the activities designated on the unmodified requisition. Note: This supply status transaction will contain the same data fields as on the unmodified requisition, except for the status code (rp 65-66) and transaction date (rp 62-64). This will allow the initiator of the DI AM_ to rebuild the requisition as it appears on the supply source records.

(3) When the requested modifications have been successfully processed, BK supply status will be provided.

e. In addition, when modifier transactions are processed, supply sources will use the M&S and distribution codes to provide the latest supply or shipment status.

f. Supply sources will process requested modifications only when all data fields can be modified, as requested. If this cannot be done, reject the modifier with B2 status.

2. When S/As modify MROs, a modifier transaction will be prepared and transmitted to the applicable storage activity. The modifier transactions will be prepared as a result of processing requisition modifier transactions. The MRO will be identified with DI AM_ as prescribed in appendix B1.

a. Storage activities, upon receipt of MRO modifier transactions, will modify the original MRO whenever the modifier is received prior to the actual printing of the DD Form 1348-1A. This will be accomplished by matching the document numbers of modifier transactions with document numbers of MROs having been previously received, including match of suffix codes.

b. These modified transactions will be processed in the normal manner prescribed for MROs.

c. When storage activities receive MRO modifier transactions for which they have no record of the original MRO, they will process the modifier transactions as new MROs.

d. Storage activities will provide supply status (DI AE6) to supply sources when requested modifications are or are not accomplished, citing Status Code B2 or BK.

3. When supply sources receive modifier transactions for which there is no record of the original requisition, process the requisition modifier transactions as a new requisition unless Status Code BF has been previously provided in response to an earlier cancellation request as specified in chapter 4.

4. When modifiers are referred to another supply source, the referring activity will enter the RI of the activity to which the requisition was referred in rp 4-6 and their own RI in rp 67-69 of the DI AM_ transaction and retransmit. Processing points receiving such passed transactions will not automatically pass such transactions back to the processing point from which the transaction was received (for example, the RI "From" in rp 67-69) without obtaining the prior agreement of that activity.

Z. RESERVED

AA. PROCESSING SINGLE LINE CANCELLATION REQUESTS

1. Supply sources, procurement, storage, and reporting activities will process single line cancellations (DI AC_) as prescribed herein and in paragraphs AB. through AH. Policies and procedures for processing requests for mass cancellation of multiple lines/requisitions are provided in chapter 8.

2. Supply sources and procurement and storage, and reporting activities are responsible for exercising the fullest practical resourcefulness in preventing the issue and shipment of unwanted materiel. The practical considerations involved in processing cancellation requests include such factors as time, related packing and handling costs, the dollar value, and location of materiel for which cancellation is requested.

3. General rules for the disposition and diversion of materiel which has been shipped are as follows:

a. Supply sources are responsible for providing diversion and/or disposition instructions for all items under their cognizance destined for OCONUS which have progressed to the point where procurement actions cannot be terminated or shipment into the DTS has occurred. When OCONUS shipments have been lifted from CONUS terminals, the responsibility for diversion or disposition is that of the consignee, the appropriate commander, or Service headquarters.

b. Supply sources may request diversion or disposition instructions from S/A contact points designated in chapter 8, figure 8-1 column 1, for both nonstocked and non-NSN items. However, supply sources may, based on their stock position, divert materiel to depot stock.

c. S/As may predetermine and designate alternate consignees so that the DoDAAC of these activities may be inserted in subsequent MILSTRIP and/or MILSTAMP transactions. These predetermined destinations will be based on considerations in subparagraphs 2. and 3.a., above, and may vary by NSN, FSC, or FSG.

d. When OCONUS shipments cannot be diverted or held for disposition, storage and procurement activities will advise supply sources when elements of the DTS were unable to accomplish the desired shipment diversion or hold. The supply source will provide shipment status (DI AU_) to all eligible recipients of status. These transactions will contain a numerical day of the

year in rp 57-59, as provided by the clearance authorities, indicating the day on which the shipment was lifted from the terminal for delivery OCONUS.

e. When diversion of OCONUS shipments is accomplished by the DTS, supply sources will furnish all eligible recipients supply status (DI AE_) with Status Code B6. The advice of actions taken by the DTS will be provided under MILSTAMP (reference (p)).

f. Supply sources will automatically initiate cancellation action for unfilled quantities of materiel obligations or open requisitions upon deletion of a DoDAAC from the DoDAAD (reference (r)). Applicable supply and shipment status will be furnished to authorized recipients and, in the event DAAS does not have a recorded DoDAAC, the status will be disposed of.

g. Costs incurred in cancellations/diversion will be billed as provided in paragraph AB.9., below.

h. No attempt will be made to stop or divert shipments to CONUS (domestic) consignees once released for shipment, regardless of mode of shipment.

AB. SUPPLY SOURCE PROCESSING OF SINGLE LINE CANCELLATION REQUESTS

1. DIs AC1, AC2, and AC3 cancellation requests (appendix C6) will be processed under paragraph A.2., above, including distribution of initial status, as follows:

a. First, against backorders in the following order of assigned status codes: BB, BC, BD, BZ, and BV.

b. Second, against unconfirmed shipments (Status Code BA).

c. Third, confirmed OCONUS shipments (DI AS_ and/or AR_), when shipped (to surface/aerial POEs and SEAVAN assembly points) prior to ICP receipt of DI AC_ transactions in less than 45 days for surface mode and 10 days for air mode.

d. Fourth, against all other status.

2. Processing points passing DI AC_ cancellation transactions to another SOS for continued action will place their RI in rp 67-69 of the cancellation transactions. Processing points receiving such passed transactions will not automatically pass such transactions back to the processing point from which the transaction was received (for example, the RI "From" in rp 67-69) without obtaining the prior agreement of that activity.

3. Cancellation actions will be initiated/accomplished against the quantity in rp 25-29 of the DI AC_ transaction received. When the quantity in a cancellation request cannot be determined because of garbled or improperly punched entries, the requisition quantity or fill or backordered quantity will be edited for a quantity of one. If the quantity is equal to one, the cancellation request should be processed. Otherwise, the request will be rejected to the activity designated by the third position of the DI AC_ transaction using DI AE_ with Status Code CD.

4. Cancellations processed will be edited to preclude duplicate cancellations. As a minimum, this edit will compare quantity (rp 25-29), transaction document number (rp 30-43), suffix (rp 44), and the numerical day of the year of preparation (rp 62-64). Duplicates will be discarded. All other cancellations will be processed as received. When a DI AC_ transaction is received with a blank or garbled day of preparation (rp 62-64), the original day of receipt at the supply source will be entered and processing will continue.

5. Regardless of dollar value or quantity, cancellation requests will be processed to immediately cancel quantities for which LROs or MROs (DD Form 1348-1A) and purchase requests have not been submitted to reporting activities or depot/storage and procurement activities.

6. If the quantity in the cancellation request is equal to or less than the backorder quantity at the supply source (Status Code BB, BC, or BD), cancellation will be immediately effected and supply status (DI AE_) with Status Code BQ will be provided all authorized recipients of status. Since cancellation action cannot be effected immediately on requisitions in Status Code BV, supply status (DI AE_) with Status Code B9 will be furnished all authorized recipients of status.

7. If the quantity in the DI AC_ cancellation request is greater than the backorder quantity (if any), but equal to or less than the recorded requisition quantity, the supply source will initiate cancellation action under criteria prescribed in subparagraph 1., above. This criteria and chapter 6 apply to FMS and MAP Grant Aid requisitions. When the cancellation request is greater than the recorded requisition quantity, cancellation action will be initiated on the recorded quantity.

8. When cancellation requests are against released shipments or direct vendor deliveries with Status Code BV, the supply source will consider diversion of the materiel to depot stock or to fill other demands/backorders, or contract termination, as appropriate. The foregoing also applies to nonstocked and non-NSN materiel at S/A option, when there is a foreseeable demand for the item.

9. In the event actions in subparagraph 8. above are taken, Status Code B4 may be furnished to indicate that the activity designated by the signal code in the canceled requisition may be billed as follows:

a. Transportation costs for returning the materiel to depot/storage and/or procurement termination costs when it is determined that termination is in the best interest of the Government.

b. Specific instructions concerning materiel, transportation charges, and credit allowances are contained in MILSBILLS (reference (s)).

c. In addition to costs in subparagraph 9.a., above, when applicable, rebuilding costs and other expenses incurred in canceling FMS and MAP Grant Aid requisitions will be billed by the supply source, under DoD 5105.38-M (reference (t)). (Also, see chapter 6.)

10. Demand data previously recorded will be reversed by the quantity actually canceled or diverted into the storage activity based on a cancellation request.

11. Notice of the success or failure of cancellation or diversion actions will be provided to all eligible status recipients, identified in the original requisition under chapter 4. This notice will be in the format of supply status (DI AE_) or shipment status (DI AU_) as follows:

a. Supply status (DI AE_) with Status Code B4, B6, BQ, BR, or BS applies to cancellations/diversions accomplished.

b. Supply status (DI AE_) with Status Code B9 indicates that cancellation/diversion action is being attempted.

c. Shipment status (DI AU_) will be furnished to indicate that cancellation/diversion was not accomplished.

d. Supply status (DI AE_) with Status Code B8 will be furnished when cancellation was not accomplished and Status Code B9 was previously furnished.

e. Supply status (DI AE_) with Status Code BF will be furnished to indicate no record of the document for which the cancellation request was submitted.

f. Supply status (DI AE_) with Status Code B_, C_, or D_ will be furnished for those transactions where the supply source has a record of a previous cancellation or rejection.

AC. SUPPLY SOURCE SUBMISSION OF SINGLE LINE CANCELLATION/ DIVERSION REQUESTS TO PROCUREMENT

1. These requests may be in mechanical record format or by manual instructions.

2. Transactions will be prepared in the format of appendix C8. DI ACP will be used to identify the transactions submitted to procurement. Entry of the PIIN or PRN will be dependent upon whether a PIIN has been assigned to a contract and is known to the supply source at the time of receipt of cancellation requests. When the PRN is used, the DoDAAC of the consignee to which shipment is to be diverted should be reflected in rp 45-50. When the supply source does not desire diversion, rp 45-50 will be left blank.

3. A manual request for cancellation/diversion submitted to the procurement activity will contain the following minimum information:

- a. Notification that the transaction is a request for cancellation or diversion.
- b. Identification of the supply source submitting the request.
- c. The stock or part number or description of the item involved.
- d. The quantity of the item to be canceled/diverted.
- e. The original requisition document number and the suffix code, if applicable.
- f. Identification of the ship-to and mark-for addresses, as contained in the applicable purchase request.
- g. The PIIN, if known; otherwise, the PRN and date of the purchase request.
- h. Diversion or hold instructions to include coded and in-the- clear, ship-to, and mark-for addresses for shipment if diversion is to be accomplished.

4. Cancellation/diversion requests will be submitted to procurement activities:

a. Regardless of dollar value/quantity in the request, when purchase requests have been submitted but contracts have not been awarded. This applies to items/quantities in Status Code BZ. (See chapter 4.)

b. For items/quantities on awarded contracts/purchase agreements and the dollar value of the cancellation/diversion action exceeds \$200.

5. Supply sources will decide whether the cancellation/diversion or hold actions will be suspended or continued. Decisions to continue cancellations or diversions will be provided to

procurement activities by cancellation request documents prepared in the manual format and containing the notation: "Decision for cancellation or diversion by supply source." (See paragraphs AA.3.a. and AE.5.)

6. Cancellation/diversion requests or requests for determination as to whether cancellation is in the best interest of the Government will not be submitted to procurement activities when:

a. The dollar value of the request is less than \$200.³

b. DD Form 250, Material Inspection and Receiving Report, SPN, vendor shipment notice, or equivalent is on record indicating:

(1) Shipments to CONUS consignees were released to carriers regardless of dollar value.

(2) Shipments to OCONUS consignees were previously released to carriers, and the number of days prescribed in paragraph AB.1.c., have elapsed. Chapter 6 applies to FMS and MAP Grant Aid requisitions.

(3) Shipment/delivery by priority mail or parcel post. In this case, shipment status (DI AU_) will be furnished in response to DI AC_ cancellations received.

7. Notice of the success or failure of cancellation or diversion actions will be provided to all eligible status recipients, identified in the original requisition under the procedures of chapter 4. This notice will be in the format of supply status (DI AE_) or shipment status (DI AU_) as follows:

a. Supply status (DI AE_) with Status Code B4, B6, BQ, or BS applies to cancellations/diversions accomplished.

b. Supply status (DI AE_) with Status Code B9 indicates that cancellation/diversion action is being attempted.

c. Shipment status (DI AU_) will be furnished to indicate that cancellation/diversion was not accomplished.

d. Supply status (DI AE_) with Status Code B8 will be furnished when cancellation was not accomplished and Status Code B9 was previously furnished.

AD. RESERVED

AE. PROCUREMENT ACTIVITY PROCESSING OF SINGLE LINE CANCELLATION/DIVERSION REQUESTS

1. DI ACP and manual cancellation/diversion requests will be processed in the sequence of PDs.

2. Immediate cancellation action will be taken when contracts have not been awarded and/or firm orders have not been issued/placed.

³As an exception for intra-Service use only, cancellation/diversion may be submitted to procurement regardless of dollar value when critical/short supply items are affected.

3. Procurement activities will advise the supply source of contractual agreements which may result in unfavorable cost conditions if cancellation, diversion, or holding actions are accomplished. Supply sources will decide whether the cancellation, diversion, or hold actions will be suspended or continued. Decisions to continue cancellation or diversion will be provided to procurement activities by cancellation request documents prepared in the manual format and containing the notation: "Decision for cancellation or diversion by supply source."

4. The cost of diversion or shipment hold actions will be provided to the supply source for billing under paragraph AB.9. Costs incurred in contract termination and diversion will also be furnished to supply sources to permit billing as prescribed in paragraph AB.9.

5. Procurement activities are required to initiate actions with clearance authorities to cause diversion of shipments at terminals. (Not applicable to transactions resulting from mass cancellations.) (See chapter 8.) Procurement activities requiring diversion instructions in the instances when rp 45-50 are blank will request these instructions from the activity designated by the RI code in rp 78-80. Such requests will be accomplished by telephone or message.

6. When the above cancellation/termination or diversion/hold actions would not be in the best interest of the Government, the supply source will be so advised and requested to furnish a decision by a specified date.

7. Actions to cancel, divert, or terminate contracts will be initiated within 1 working day from the receipt of cancellation requests. These actions will be completed as expeditiously as possible, but will not exceed 5 working days for PD 01-08 requests and 10 working days for PD 09-15 requests. When multiple cancellation requests are received on the same day, consideration will be given to the priority of the requests, OCONUS destination, the dollar value of the materiel, and the status of the contract involved.

8. The procurement activity will advise the supply source that the attempted stop/diversion action has/has not been accomplished by the DTS within 2 working days of receiving the confirmation/denial notification from the DTS.

AF. SUPPLY SOURCE PROCESSING OF CANCELLATION REQUESTS FOR LATERAL REDISTRIBUTION ORDERS OF RETAIL ASSETS

1. Supply source cancellation requests will be submitted to reporting activities regardless of dollar value and quantity when Status Code BA is recorded, but shipment status (DI AS6) has not been received. The DI AC6 will contain the RI of the reporting activity in rp 4-6 and Distribution Code 2 in rp 54. The supply source will provide DI AE_ with Status Code B9 to all eligible status recipients.

2. If shipment status has been received, provide DI AU_ status to all eligible status recipients.

3. Supply sources in receipt of responses to DI AC6 will furnish appropriate status to all eligible recipients.

AG. SUPPLY SOURCE SUBMISSION OF SINGLE LINE CANCELLATION/DIVERSION REQUESTS TO STORAGE ACTIVITIES

1. Supply source cancellation requests (DI AC6) or followups on cancellation requests (DI AK6), in the format of appendix C7, will be submitted to storage activities:

a. Regardless of dollar value and quantity when Status Code BA is recorded, but an MRC has not been received. This applies to PD 01-15 requisitions/MROs/DD 1348-1A for U.S. Forces, CONUS and OCONUS, FMS, and MAP Grant Aid.

b. When the MRC is recorded on an OCONUS shipment which was released to carrier for shipment to POE, less than 45 days by surface mode or less than 10 days by air mode, and the dollar value of the shipment exceeds \$200. Also, chapter 6 applies to FMS and MAP Grant Aid requisitions.

2. The DI AC6 will contain the DoDAAC of the activity to which shipments will be diverted in rp 45-50, when shipment has already been released. When the supply source does not desire or cannot provide diversion to a specific activity, rp 45-50 will be left blank. In the latter case, the supply source will obtain and provide alternate destinations, if requested, by storage activities. (See paragraph AA.3.)

3. In the case of an attempted diversion, supply status (DI AE_) with Status Code B9 will be furnished to eligible status recipients.

4. Supply sources will not provide storage activities with requests for cancellation/diversion when:

a. In receipt of the MRC at the time of receipt of a cancellation request and the item requested for cancellation has a line item value of less than \$200 and is for an OCONUS shipment.

b. Receipt of MRC and OCONUS shipment has been accomplished by parcel post, priority mail, or UPS.

c. When the MRC is recorded on an OCONUS shipment which was released to the carrier for shipment more than 45 days by surface mode or 10 days by air mode prior to the receipt of the cancellation request.

d. Receipt of the MRC and shipment to a CONUS activity was accomplished prior to the receipt of the cancellation request.

5. In instances described in subparagraph 4., above, shipment status (DI AU_) will be furnished to eligible status recipients.

6. A Followup on Cancellation Request, DI AK6, may be submitted to storage activities as a result of receipt of DI AK_ by the supply source from the requisitioner, SUPADD, or control activity (rp 54). A DI AK6 may also be forwarded to the storage activity by the supply source as a result of nonresponse to a previous DI AC6.

7. DRMS will forward cancellation requests (DI AC6) or followups on cancellation requests (DI AK6) to DRMOs when an MRC (DI AR_) has not been received for item(s) requisitioned from property disposal. If the MRC has been received from the DRMO, shipment status (DI AU_) will be forwarded by DRMS to eligible status recipients.

AH. STORAGE ACTIVITY PROCESSING OF SINGLE LINE CANCELLATION/ DIVERSION REQUESTS

1. DI AC6 transactions will be processed in the sequence prescribed in paragraphs A.2., AB.1.b., AB.1.c., and AB.1.d.

2. Records will be maintained to allow a determination as to whether line items shipped were in single line or multiline shipment units and the respective dollar value of each. This will allow identification of shipment units which are susceptible to cancellation and determination as to whether cancellation actions should be continued under the following policies and procedures.

3. To the extent that processing capability is available, the S/As will develop and maintain data to:

a. Allow identification of the depot work area to which shipment processing should have progressed. Work areas for consideration are as follows:

<u>COMPUTER</u>	<u>STORAGE</u>	<u>SHIPMENT PREPARATION</u>	<u>SHIPPING</u>
Mechanized processing of AC6s, and output of DD Forms 1348-1A and stop shipment	Bin Area Bulk Area	Preservation Packaging Packing Consolidation Parcel Post	Consolidation Air Freight Motor (Truck) Freight notices Rail Freight

b. Include the maximum time experienced in processing DD Form 1348-1A shipments in each of the above work areas (within total time allowed by DoDD 4140.1R (reference (e)) from receipt of MRO to release to transportation). Such data would provide a basis for determining the work areas where stop shipment action could most likely be taken on receipt of a DI AC6. Also, transaction priority should be considered as it affects processing time in hours versus days.

4. The storage activity, upon receipt of a DI AC6, will determine the appropriate work area(s) to which stop shipment notices would be sent when cancellation of an inprocess DD Form 1348-1A shipment is required. The stop shipment notices will include pertinent line item/transaction identification, priority, and information as to whether a single or multiline shipment unit, is involved. A separate stop shipment notice will be issued to the current work area and every other work area through which the shipment would subsequently be processed.

5. Cancellation will be accomplished for all items/quantities for which a DD Form 1348-1A has not been released to storage work areas.

6. Cancellation will be attempted for all items/quantities for which a DD Form 1348-1A has been released to storage work areas and there is no record of transportation release to a carrier, unless:

a. The dollar value is less than \$25 for a single line shipment unit.

b. The dollar value of a single line packed in a consolidated shipment unit is less than \$200.

7. The storage activity will advise the supply source and, if applicable, all eligible status recipients of actions taken in response to cancellation requests (see chapter 4). This notice will be provided as follows:

a. When the storage activity has no record of the MRO receipt, the supply source will be provided DI AE6 status with Status Code BF.

b. When the items have not left the depot and cancellation action is accomplished, respond only to the supply source in the same format as the cancellation request document with the

exception that rp 4-6 will contain the RI of the supply source to which the transaction will be transmitted and rp 67-69 will contain the RI of the activity preparing the transaction. This transaction will contain DI AG6.

c. When cancellation is not attempted under the less than \$25/\$200 criteria in subparagraphs 6.a. and 6.b., above, the storage activity will furnish the supply source DI AE6 status with Status Code B8.

d. When the items have been released to a carrier in shipments destined to a CONUS customer, no action will be taken to stop/divert the materiel beyond the point of shipment. The supply source will be provided with reply to cancellation request - MRC (DI AU0, AUA, or AUB) transactions in the format shown in appendix C13 and all eligible status recipients will be provided with Reply to Cancellation Request - Shipment Status (DI AU_) in the format shown in appendix C17.

e. When the items have been released to a carrier in shipments destined for an OCONUS consignee, the storage activity will initiate actions under MILSTAMP (reference (p)) to stop or divert shipments within the DTS. The supply source will be provided with DI AE6 status containing Status Code B9.

f. The storage activity will not initiate action to stop/divert OCONUS shipments within the DTS when:

- (1) The items are consolidated in a multiline shipment unit.
- (2) The items were in OCONUS shipments released to carriers for shipment more than 45 days by surface or more than 10 days by air mode prior to receipt of the DI AC6.
- (3) The items were shipped to OCONUS customers by priority mail, parcel post, or UPS.
- (4) A single line item shipment has a total dollar value of less than \$200.
- (5) The single line item shipment unit has a total dollar value of less than \$1,000 and was shipped in consolidation with other shipment units in larger containers; such as, CONEX and SEAVAN.

g. Following receipt of confirmation that shipment stop/diversion action has been accomplished by the DTS, the storage activity will provide the supply source with DI AE6 status containing Status Code B6.

h. When the storage activity does not initiate stop/diversion action with the DTS because of one of the conditions in subparagraph 7.f., above or, when notified that a requested stop/diversion action has not been accomplished by the DTS, the storage activity will provide Reply to Cancellation Request - Shipment Status (DI AU1, AU2, or AU3) to all eligible status recipients and Reply to Cancellation Request - MRC (DI AU0, AUA, or AUB) to the supply source. At the option of the supplying S/A, Reply to Cancellation Request - Shipment Status (DIs AU1, AU2, and AU3) may be provided to all eligible status recipients by the supply source rather than directly by the storage activity. In this latter case the storage activity will only generate the Reply to Cancellation Request - MRC (DI AU0, AUA, or AUB) to the supply source.

8. Storage activities requiring diversion instructions when rp 45-50 of the DI AC6 cancellation is blank will request such instructions from the activity designated by the RI in rp 67-69. Such requests will be made by telephone or message.

9. Actions under subparagraphs 3. through 7., above, will be completed in 2 working days for PDs 01-08 and 5 working days for PDs 09-15.

10. The storage activity will advise the supply source that the attempted stop/diversion action has/has not been accomplished by the DTS within 2 working days of receiving the confirmation/denial notification from the DTS.

AI. REPORTING ACTIVITY PROCESSING CANCELLATION REQUESTS FOR LATERAL REDISTRIBUTION ORDERS OF RETAIL ASSETS

1. Reporting activities will attempt cancellation to the maximum extent possible.

2. When the reporting activity has no record of the LRO, the supply source will be provided DI AE6 with Status Code BF and Distribution Code 2 will be entered in rp 54.

3. If cancellation cannot be accomplished, the supply source will be provided DI AE6 with Status Code B8 and Distribution Code 2 will be entered in rp 54.

4. If cancellation can be accomplished, the supply source will be provided DI AE6 with Status Code BQ and Distribution Code 2 will be entered in rp 54.

5. The reporting activity will not attempt diversion of material confirmed shipped.

AJ. DIRECT VENDOR DELIVERY ON MILSTRIP REQUISITIONS

1. In instances where supply of a MILSTRIP requisition is to be accomplished by direct vendor delivery, an interface is required between MILSTRIP and the purchasing operations. This interface will result in an interchange of specific information and documentation between supply sources and procurement activities to ensure:

- a. Transmission of status to designated recipients in an orderly and timely fashion.
- b. Proper marking of shipment containers.
- c. Delivery of materiel using priorities or RDDs.

2. Purchase requests will contain specific in-the-clear and coded data as specified below, which will be perpetuated on procurement instruments and related transactions:

a. The original MILSTRIP requisition document number, including suffixes when assigned, SUPADD, and signal codes.

b. In-the-clear, ship-to address of the ultimate consignee and mark-for address, when applicable.

c. MILSTRIP project code and project name, if applicable.

d. Schedule of deliveries using RDDs or RADs, whichever is applicable. Items should be listed on procurement requests in descending sequence or delivery or availability dates.

(A separate requisition number is required for each delivery date, consignee, and priority.) This sequence would provide for listing items with earliest dates first and will result in the required schedule of deliveries.

e. Identification and address of the activity to receive the notice or evidence of shipment made by contractors as required by DoD FAR Supplement, appendix F-401, table 2 (reference (u)).

3. Requisitions to be supplied by direct delivery from vendor sources will be identified separately from stock replenishment buys on purchase requests.

AK. RESERVED

AL. INTRANSIT CONTROL OF SHIPMENTS TO DEFENSE REUTILIZATION AND MARKETING OFFICES

1. General

a. These procedures provide for intransit control of property identified by an NSN or part number (and exclude scrap (Supply Condition Code S), waste, nonappropriated fund activity, and lost, abandoned, or unclaimed privately owned personal property) shipped/transferred to a DRMO on a DTID from the time of release by a shipping activity until receipt of the property by the DRMO. The reporting of shipments to DRMS, through submission of DI AS3 shipment status transactions, is applicable to all shipments of usable property directed to DRMOs regardless of dollar value. The DRMS will process, into their intransit control system, only those DI AS3 shipment status transactions with a line item value of \$800 or more per the DIDS TIR and for all shipments of pilferable or sensitive items regardless of dollar value. For the purpose of these procedures, the extended value of the shipment will be determined on the basis of the document number, quantity, and the unit price. The unit price will be obtained from the DIDS TIR or, if a DIDS TIR unit price is not available, the unit price will be obtained from the IDMS "receipt of usable property document" or "receipt document."

b. The use of these controls will provide a central capability to monitor and/or investigate discrepancies in shipments to DRMOs. These controls will also provide a capability for DRMS to furnish information to S/A headquarters concerning the transfer of property to DRMOs. Additionally, these controls may indicate a backlog in receipt processing at a DRMO, requiring assistance by DRMS.

c. These procedures do not negate the authority of the DRMO to refuse acceptance of accountability and physical receipt of certain types and classes of materiel under chapter IV, paragraph D., DoD 4160.21-M (reference (k)). If it is determined that the materiel is not acceptable for these reasons, and the shipment is rejected/returned to the shipper, the DRMO will provide notice of rejection to DRMS under existing procedures. The notice of rejection will purge the DRMS suspense file.

2. Procedures for processing materiel to disposal apply only to usable materiel that DRMOs are authorized to physically accept or provide screening and/or sales service.

3. Documentation required to turn in scrap and waste to a DRMO is specified in chapter IV, DoD 4160.21-M (reference (k)).

4. Categories of materiel that are not physically acceptable in a DRMO are listed in chapter IV, DoD 4160.21-M (reference (k)), and discussed individually in Chapter VI, Property Requiring Special Processing (reference (k)).

5. Some property, because of its peculiar nature, its potential influence on public health, safety, and security, or its potential influence on private industry, must be disposed of in other than a normal fashion. These items must be identified in Block 27 of the DD Form 1348-1A at the time of preparation by the storage activity. This entry will be in-the-clear and contain the minimum wording to properly identify the category of property. See chapter VI, DoD 4160.21-M (reference (k)). In the event that two or more categories are applicable to the same DTID, the most applicable category or the one which identifies an asset requiring the most stringent controls will take precedence.

AM. DIRECTING MATERIEL TO THE DEFENSE REUTILIZATION AND MARKETING SERVICE

1. Supply sources will utilize the DRO (DI A5J) and related transactions to direct and control issue of supply system stocks on their accountable records to disposal. DROs are transmitted to the storage site having custody of the stock and result in the preparation of the DD Form 1348-1A. Preparation of DROs will be accomplished under the appendix C12 format. When the quantity to be transferred to disposal exceeds the capability of the quantity field, rp 25-29, multiple DROs are required; each DRO prepared for the same item will contain the total retention quantity in rp 55-61. When the quantity to be retained exceeds the capability of the retention quantity field, rp 55-61, the transactions will be processed off-line.

a. The retention quantity in rp 55-61 of the DRO will determine the quantity of materiel to be turned in to disposal by the storage site.

(1) The quantity in rp 55-61 will be retained and all remaining stocks transferred to disposal.

(2) If the quantity onhand is less than the quantity shown in rp 55-61, the storage site will respond under subparagraph d., below.

b. The DRC transaction serves as advice from a nonaccountable storage site to the SOS having initiated the DRO of supply action taken. DRC transactions will be prepared in the appendix C14 format with DI ARJ when the quantity shipped is the same quantity requested in the DRO. The DRC will contain DI ARK when the quantity shipped is greater than the quantity requested in the DRO. The DRC will contain DI ARL when the quantity shipped is less than the quantity requested in the DRO. The SOSs will utilize the DRC with DI ARK/ARL to make appropriate adjustments to the inventory records. If the quantity transferred to disposal exceeds the capability of the quantity field in the DRC, rp 25-29, the confirmation will be processed off-line. ARJ/K/L transactions will be prepared and transmitted on the day materiel is delivered to the carrier for shipment to the DRMO. Preparation of DI ARJ/K/L will not wait for receipt of a "driver's control copy" or signed receipt copy of the DTID to be returned. When a DRC (DI ARJ/K/L) is not used to confirm shipment of materiel to a DRMO, the DI AS3 transaction will be generated simultaneously with the DI A5J/FTR or other transaction authorizing/directing shipment to disposal. This procedure is authorized when circumstances (such as local transfers, use of available organic transportation, or other substantiating conditions) make the use of the ARJ/K/L unnecessary.

c. The disposal release followup transaction (DI AFJ) will be used by the SOS to follow up on storage facilities for unconfirmed DROs 10 days after the date the DRO was created. The disposal release followup transaction will be prepared in the DRO format.

(1) If the DRO has been complied with, the storage facility will respond as indicated in subparagraph b., above.

(2) If the DRO has not been complied with and shipment is anticipated, the storage facility will respond using the appendix C14 format with DI AEJ and the ESD in rp 57-59.

(3) If there is no record of the DRO, the storage facility will respond with BF status (rp 65-66)/DI AEJ using the appendix C14 format.

(4) If the DRO has been denied (DI A6J), the storage activity will respond with BY status/DI AEJ using the appendix C14 format.

d. DRDs are prepared by the storage site and transmitted to the appropriate SOS having prepared the DRO as notification of negative action on the DRO. Preparation of the DRDs will be accomplished under the format referenced in appendix C16 and will contain DI A6J. SOSs will utilize the DRD to make appropriate adjustments to the inventory records.

e. Disposal release cancellations are prepared by SOSs having initiated DROs and transmitted to storage sites when it is determined that disposal actions should be discontinued. SOS cancellation requests will be submitted only in those instances when DROs are unconfirmed. Disposal release cancellation transactions will be prepared in the same format as the original DRO and will contain DI ACJ. Storage activity response to the cancellation request will be by one of the following transactions:

(1) When shipment has been made, response to the SOS will be a DRC.

(2) When cancellation is accomplished, response to the SOS will be prepared in the same format as the cancellation request, with the exception that rp 4-6 will contain the RI of the SOS to which the transaction will be transmitted and rp 67-69 will contain the RI of the activity preparing the transaction. This transaction will contain DI AGJ.

f. A disposal release cancellation followup transaction (DI AKJ) may be submitted by the SOS to obtain the latest status of a disposal release cancellation. The disposal release cancellation followup transaction will be in the same format as the original disposal release cancellation (appendix C12) and will be processed by the storage site as a cancellation request provided the original request was not received. If the original request has been received and all required actions have been completed, the storage site will respond to the disposal release cancellation followup by duplicating the previously submitted documentation.

2. SOSs will utilize the reply to excess report (DI FTR) to notify the reporting activity that the quantity reported is in excess to SOS requirements and that further action is authorized under appropriate S/A procedures. See chapter 9, this manual, for detailed instructions.

AN. PROCESSING MATERIEL TO THE DEFENSE REUTILIZATION AND MARKETING SERVICE

1. The transfer of materiel to a DRMO on a DTID requires authority for disposal which must be indicated on the DTID by entry of the appropriate disposal authority code (appendix B26). The DRMO will reject shipments when a disposal authority code has not been entered on the DTID. The disposal authority code will be perpetuated in receipt reporting between the DRMO and the DRMS where accessible history file records reflecting stock numbers, quantities, document numbers, disposal authority codes, and extended dollar value of shipments will be maintained for 2 years.

a. Headquarters DRMS is the focal point for all intransit control reporting and will maintain the central file of all intransit transactions up to 3 years. Activities lacking an ability to prepare mechanically processable transactions and/or electrically transmit them to DRMS will arrange for such preparation and/or DDN transmission of the intransit control transactions by the nearest facility having such capabilities. When support from another activity cannot be obtained, mail the transactions to the DRMS.

b. Activities will direct/process all materiel to disposal using the DTID (DD Form 1348-1A). For each DTID, activities will furnish one DI AS3 shipment status transaction, under chapter 4, to the DRMS for each shipment sent to a DRMO without regard to the dollar value. Activities will prepare and transmit the DI AS3 shipment status transaction, with Distribution Code 9 in rp 54 and the unit price of the materiel in rp 62-68, in the appendix C17 format to the DRMS when a DRC (DI ARJ, ARK, or ARL) is created by the shipping activity reflecting the actual quantity shipped and the date delivered to the carrier for shipment. The DI AS3 shipment transaction, meeting the intransit control criteria, will initiate the suspense file at DRMS which will, as a minimum, contain the following data:

<u>DATA ELEMENT</u>	<u>SOURCE</u>
Document Number	AS3/IDMS Receipt
NSN/FSC/FSG (if available)	AS3/IDMS Receipt
Unit of Issue	AS3/IDMS Receipt
Extended Dollar Value of Shipment (if available)	DIDS TIR
Controlled Inventory Item Code	DIDS TIR
Quantity Shipped	AS3
Date of Shipment	AS3
Quantity Received	IDMS Receipt
Date of Receipt	IDMS Receipt
Extended Dollar Value of Receipt	IDMS Receipt
Dollar Value of Quantity Variance Between Shipment and Receipt (if any)	(Internal Computation)

2. Procedures

a. Defense Reutilization and Marketing Office

(1) The DRMO will accept accountability of the shipment if the materiel is acceptable based on established criteria. Shipments may be acknowledged by the DRMO by furnishing a signed "driver's control copy" of the DTID to the deliverer.

(2) The DRMO will furnish a signed receipt acknowledgment copy of the DTID upon request by the shipping activity. NOTE: The DRMO will always furnish a copy of the signed DTID for all shipments containing quantity discrepancies. The DRMO will note the difference in the quantity received and the quantity shipped on the DTID.

(3) If a discrepancy exists because the quantity received is less than or greater than the quantity entered on the DTID, the DRMO shall notify the shipping activity and local resolution should be attempted. If local resolution is unsuccessful, the actual quantity received will be reported to DRMS as a receipt acknowledgment.

b. Defense Reutilization and Marketing Service

(1) Under DRMS internal procedures, all property received at a DRMO should be processed into the IDMS accountable records within 10 working days after receipt. When an IDMS "receipt of usable property" or "receipt" is processed by DRMS, it will be compared with the suspense file generated by the shipment status transaction (DI AS3). If no suspense file has been created by an AS3 transaction, the IDMS receipt will create a suspense file to include data elements specified in chapter 3, paragraph AN.1.b. The suspense file, whether created by an AS3 transaction or by an IDMS receipt, will remain on open file for a period of 1 year from the date it is initiated unless it is closed by one of the actions specified below.

(a) The suspense file will be closed if the receipt matches a shipment status transaction (DI AS3) previously recorded in the suspense file and:

- [1] there is no discrepancy, or
- [2] there is a discrepancy of less than \$800 and the item is not recorded as pilferable/sensitive, or
- [3] the materiel is classified as scrap.

(b) If the receipt matches a shipment status transaction (DI AS3) previously recorded in the suspense file and there is a discrepancy value of \$800 or more, or the discrepancy value is less than \$800 and the item is recorded as pilferable/sensitive materiel, the DRMS will forward a disposal shipment/receipt confirmation followup transaction (DI AFX) (see appendix C5) through DAAS to the activity in rp 30-35 of the AS3.

(c) If, after a period of 21 days from the date of DRMS posting of the receipt, the receipt does not match a shipment status transaction (DI AS3) recorded in the suspense file and the extended value is less than \$800, or the receipt is for "batch" of items received by the DRMO, and the item is not recorded as pilferable/sensitive, no disposal shipment/receipt confirmation followup (DI AFX) will be presented. (NOTE: DRMOs will not batch lot any property that qualifies for intransit control processing.)

(d) If, after a period of 21 days from the date of DRMS posting of the receipt, the receipt does not match a shipment status transaction (DI AS3) recorded in the suspense file and the extended value is \$800 or more, or the item is recorded as pilferable/sensitive materiel, the DRMS will forward a disposal shipment/receipt confirmation followup (DI AFX) through DAAS to the activity in rp 30-35 of the DTID.

(2) When, after a period of 60 days for CONUS and 90 days for OCONUS including Alaska and Hawaii, the receipt applicable to a shipment status transaction (DI AS3) recorded in the suspense file has not been received by DRMS and the extended value of the AS3 is

more than \$800 or the item is recorded as pilferable/sensitive (as determined by reference to the AS3 suspense file), a disposal shipment/receipt confirmation followup (DI AFX) will be forwarded through DAAS to the activity in rp 30-35 of the AS3.

(3) If a disposal supply status transaction (DI AE3) or a disposal shipment confirmation transaction (DI ASZ) is not received within 20 days of transmission of the disposal shipment/receipt confirmation followup (DI AFX), DRMS will forward a second disposal shipment confirmation followup transaction using DI AFZ. The record will remain open for a period of 1 year from the date it was originated unless closed by a response to the AFZ followup. When moved from the active file, records will be placed on an accessible history file for an additional 2-year period.

(4) Receipt of DE supply status (DI AE3) will advise DRMS to terminate intransit control processing for the document number in question. If received in response to DI AFX/AFZ with Advice Code 37, a record of the AS3 transaction is not required. Receipt by DRMS of DF supply status will advise DRMS to remove the record from the active suspense file and place the record in an accessible history file for a period of 2 years. If DG supply status is received, intransit control processing for the document number in question is considered complete. DRMS will use its own procedures to determine why notification of receipt of the materiel had not been sent by the DRMO to DRMS and DRMS will retain an accessible history file record for 2 years. If DH supply status is received by DRMS, intransit processing is considered complete and an accessible history file record will be retained by DRMS for a period of 2 years. If a shipment status transaction (DI ASZ) is received by DRMS, intransit control processing for the document number in question is considered complete. If the quantity does not match a previously received receipt, DRMS will use its own procedures to determine why proper notification of receipt had not been sent by the DRMO to DRMS and DRMS will retain an accessible history file record for 2 years. Accessible history file records will contain NSNs, quantities, document numbers, dollar value of variances (if any), and the identity of applicable shipping activities and DRMOs.

(5) Receipt of BF supply status (DI AE3) in response to a DI AFX or AFZ will remove the record from the active suspense file and place the record in the accessible history file for a period of 2 years.

c. Shipping Activity

(1) Supply organizations in receipt of disposal shipment confirmation followups (DI AFX or AFZ) will ensure that applicable shipping activities review signed receipt documentation (DTID), investigate discrepancies, and provide timely responses (within 10 working days of receipt of the DI AFX or DI AFZ).

(2) To assure that required copies of the DTID are available, shipping activities will file all signed receipt copies when received from the DRMO. Copies will be retained for a minimum of 2 years after the date of the shipment.

(3) Upon receipt of a DI AFX or DI AFZ, the shipping activity will verify the actual quantity receipted for the DRMO, and will respond to the DI AFX or DI AFZ as follows:

(a) If the shipping activity (the activity in receipt of the DI AFX or DI AFZ) has no record of the shipment nor of generating the shipment status (DI AS3) and has not received a signed copy of the DTID, BF supply status will be sent to DRMS.

(b) If it is determined that although shipment status (DI AS3) had been sent, no shipment had been made or no record of shipment, other than the AS3 transaction, can be located, DE supply status will be sent to DRMS.

(c) If a signed receipt copy of the DTID is not available, but investigation indicates that property was removed from the storage area and cannot be located, the shipping activity will perform additional research as determined by S/A procedures, including, if necessary, referral to the appropriate criminal investigative activity. Also, DF supply status (DI AE3) will be sent to DRMS.

(d) If a signed copy of the DTID is available and the quantity receipted for on the DTID is the same as the quantity on the AS3, DG supply status will be sent to DRMS.

(e) If a signed copy of the DTID is available but the quantity receipted for in the DTID is different from that in the original AS3, the shipping activity will perform additional research as determined by S/A procedures, including, if necessary, referral to the appropriate criminal investigative activity. Also, DH supply status will be sent to DRMS.

(f) If the shipping activity (the activity in receipt of the AFX/AFZ) has no record of generating a shipment status transaction (DI AS3) but has received a signed copy of the DTID, a shipment status transaction (DI ASZ) reflecting the quantity receipted for in the DTID will be sent to DRMS.

(4) In all cases of a variance between the quantity on the disposal shipment confirmation followup (DI AFX or AFZ) and the quantity receipted for by DRMO, the shipping activity will initially attempt to resolve the variance by contacting the DRMO involved.

(5) DRMS will provide a Quarterly Intransit to DRMO Report to each S/A MILSTRIP Focal Point and to the DoD MILSTRIP System Administrator. As requested, the DRMS will provide tailored Special Extract Reports. The format and explanation of the Quarterly Intransit to DRMO Report is contained in appendix A34 and is assigned RCS DD-A&T (AR) 1787.

AO. RESERVED

AP. SHIPMENT TRACING

Supply sources (including depot or procurement activity when direct vendor delivery is applicable, but excluding small business firms or civilian contractors not required to process followups received from Military sources), upon receipt of a DI AFT, Request for Shipment Tracing on Registered, Insured, and Certified mail/parcel post, will:

1. Initiate tracer action under USPS Regulations to the post office from which the parcel was mailed. Postal Service Form 1510 or other prescribed form will be used.

2. On receipt of the post office response, initiate appropriate action as follows:

a. If notified that the parcel was lost, destroyed, and/or that proof of delivery could not be furnished, notify the consignee by off-line narrative message to include advice to prepare discrepancy reports under Joint Regulation DLAR 4140.55, et al. (reference (v)).

b. If notified that the post office has proof of delivery, notify the consignee (based on the signal in rp 51) by off-line narrative message, including particulars concerning proof of delivery, with an information copy to supply source involved.

3. When the supply source is a small business firm or civilian contractor not required to process followups received from military sources, the AFT Request for Shipment Tracing on registered, insured, and certified mail/parcel post will be forwarded to the ICP for processing.

CODE OR DATA ELEMENT

ENTRY IS BLANK OR INCORRECT

Routing Identifier

Determine correct source and continue processing.

Media and Status

Process as 0.

Stock Number or Appropriate Item

1. If blank, reject. Identification

2. If incorrect, research to determine⁴ if the stock number has changed (for example, FSC changed to match the NIIN). As a result of the review, take action as follows:

a. If the stock number cannot be identified, reject with appropriate supply status.

b. If the FSC is incompatible with the NIIN, check the FSC to determine if it matches a previously assigned FSC. If it matches, change the FSC to the current FSC, continue supply action, and furnish appropriate supply status. If the FSC does not match, reject with appropriate supply status.

c. If the stock number has changed (for example, FSC change), or when a manufacturer's part number is assigned to a stock number, change the number to the new stock number and continue supply action. If the changed NSN is managed by another SOS, initiate a passing order and furnish appropriate supply status.

Unit of Issue

Enter correct unit of issue or reject. If rejected, correct unit of issue in rp 79-80 of supply status transaction.

Quantity

Reject.

Requisitioner

Discard.

Date

Reject.

Serial

Reject.

Demand

Process as recurring.

**Figure 3-1.
(Part 1 of 3)**

Requisition Processing and Related Actions.

⁴This edit does not apply to Navy supply sources.

CODE OR DATA ELEMENT

Supplementary Address

Signal

Fund

Distribution

Project

Priority

Required Delivery Date

ENTRY IS BLANK OR INCORRECT

Reject (CX status) if blank or invalid and the signal code is J, K, L, or M.

Reject.

No edit is required.

Process as blank.

1. Process as blank.

2. If an OSD/JCS project code is entered, the requisition will be ranked above all other requisitions within the PD.

1. If Expedited Handling Signal 999 is present in the RDD field and the PD is not 01-03, enter PD 03.

2. If an OSD/JCS project code is present in rp 57-59 and the PD is not 01-15, enter PD 03.

3. If NMCS/ANMCS indicator (N/E) is present in rp 62 and PD is not 01-15, enter PD 08.

4. If Expedited Transportation Signal 777 is in rp 62-64 and PD is not 01-15, enter PD 08.

5. If rp 62 is A, S, or X, enter PD 15.

6. For all other conditions, if PD is not 01-15, enter PD 15.

1. If there is an N or E in rp 62 and PD 01-08 in rp 60-61, process. If there is an N or E in rp 62 but PD 09-15 in rp 60-61, blank the entry in rp 62-64 and process using the priority.

2. If Expedited Handling Signal 999 or 555 is in rp 62-64, process.

3. If Expedited Transportation Signal 777 is in rp 62-64 and PD 01-08 is in rp 60-61, process. If the PD is 09-15, blank the entry in rp 62-64 and process using the priority.

4. If rp 62 is A, S, or X, process.

**Figure 3-1.
(Part 2 of 3)**

Requisition Processing and Related Actions.

CODE OR DATA ELEMENT

ENTRY IS BLANK OR INCORRECT

Required Delivery Period
(Conventional Ammunition Only)

Advice

5. For subsistence, except for conditions 1, 2, 3, and 4, above, all requisitions will contain a specific RDD in ordinal day of year format. If blank, compute an SDD.

6. For all other conditions blank RDD field if entry is not a calendar date.

If rp 62 is B, C, D, G, H, J, K, L, M, P, T, U, V, or W, and rp 63-64 contains 01-99, process.

Process as blank.

Figure 3-1. Requisition Processing and Related Actions.
(Part 3 of 3)

CHAPTER 5

RELEASE AND RECEIPT OF MATERIEL

A. GENERAL

1. The Issue Release/Receipt Document, DD Form 1348-1A, and the optional APL are prepared by the supply/shipping activity. These documents are used for selecting, packing, shipping, and receiving materiel. They are also used as a record of receipt transaction and/or the data source for preparation of other documents. The DD Form 1348-1A is mandatory and the APL is optional for all shipments to DoD customers, including FMS and contractors, from DoD and GSA shipping activities.

2. The DD Form 1348-1A may be manually or mechanically prepared and will contain data elements prescribed herein for the various types of transactions.

3. Use of carbonless paper for a preprinted DD Form 1348-1A is authorized at the option of the Service/Agency.

4. For the DD Form 1348-1A, see appendices A26 through A30. There are two methods for generating the form.

a. **Preprinted form.** Data entries will be made by automated printers, typewriter, or handscribed (see appendices A26 through A30).

b. **Non-printed form.** When this method is used, the form and data are printed simultaneously and will contain the prescribed data elements.

5. The preprinted DD Form 1348-1A is 8-1/2 inches long (side to side) and 5-1/2 inches high (top to bottom). When printed on plain stock paper using laser, thermal transfer, ion disposition, cold fusion, or other similar nonimpact printers, the size may vary within a range of 7-3/4 to 9 inches long and 4 to 5 inches high (with one-sixth inch tolerance). When such print technology is used, the in-the-clear/human-readable data must be easily read. Margins of one-fourth inch and outside lines are preferred, but may be eliminated to the extent that the DD form number is not sacrificed. When printed three per 8-1/2- by 14-inch sheet of paper, the originator of the form, shall ensure the form spacing, size, and data entered thereon are legible and capable of being interpreted by a LOGMARS scanning device. Block numbers are provided for data entry. Data to be entered in the data blocks are shown in appendices C45A and C46A. Block 27 will contain all additional data and in-the-clear text that may be required and is not shown elsewhere on the form. The in-the-clear text may be used with the bar coded information for those activities possessing bar coding capability. The paper may be any color that provides a minimum bar code contrast signal as specified in MIL-STD-1189B (reference (ss)).

6. The three of nine bar code, as defined in MIL-STD-1189B (reference (ss)), is established as the standard symbology for the automated marking and reading of items of supply, equipment, materiel packs, and containers in logistics operations throughout the DoD. This symbology will be applied in accordance with MIL-STD-129 (reference (w)) unless otherwise authorized. When bar coding is contained on the DD Form 1348-1A, all record positions of data elements that will be bar coded, will contain a bar code character even if the position was blank on the source document.

7. Automated Packing List. When the APL is not produced, a copy of the DD Form 1348-1A will be used for this purpose and will be placed inside the packing list envelope securely attached to

the outside of the shipping container; on multiple container shipments, the DD Form 1348-1A will be placed inside a packing list envelope securely attached to the outside of the No. 1 shipping container. The APL will contain, at a minimum, the prescribed data elements outlined in appendix A31.

B. DOCUMENT DISTRIBUTION

Actual copies utilized other than the original and first carbon copy, will be at the option of the individual S/A. See Figures 5-1 and 5-2 for the distribution of the documents.

C. ISSUES FROM SUPPLY SYSTEM STOCK/DEFENSE REUTILIZATION AND MARKETING OFFICE/REQUISITIONS FOR LOCAL ISSUE FORM DEFENSE REUTILIZATION AND MARKETING OFFICES

1. The DD Form 1348-1A may be prepared as a release document by the shipping activity (issues from supply system stock) or by the shipping DRMO (DRMS-directed issues from the DRMO). The requisitioner may also use this format when hand carrying requisitions for local issue from the DRMO. Minimum data entries are outlined in appendix C45A for the DD Form 1348-1A.

2. In order to accommodate the various distribution systems and equipment, the DD Form 1348-1A provide blocks for data entry. The use of these blocks, with the exception of Blocks N, and R, is optional, but when used, will contain information shown in appendix C45A.

D. RETURNS TO STOCK AND TRANSFERS (EXCLUDING TRANSFERS TO DEFENSE REUTILIZATION AND MARKETING OFFICES)

1. In addition to the release of materiel for shipment based upon a requisition, other occasions necessitate release of materiel for shipment based upon other situations, such as the following:

- a. Materiel returns from base to depot.
- b. Base-to-base movements.
- c. Retrograde or lateral system movements.

2. The same documentation and distribution thereof prepared in the same number of copies as prescribed in Figure 5-1 will be used to accomplish returns and transfers. Entries will be as shown in Figure 5-3 for all DLA and inter-S/A transactions.

3. For intra-S/A use, the data prescribed in Figure 5-3 must be entered. Other entries may be prescribed by the S/As concerned; however, any such entries must relate to the columnar and/or block headings indicated in the form.

E. TRANSFERS TO DEFENSE REUTILIZATION AND MARKETING OFFICES

Use the DD Form 1348-1A as the DTID for all transfers to DRMOs. See appendix C46A for entries that are required for single line item turn-ins.

Figure 5-1. Distribution of DD Form 1348-1A, Issue Release/Receipt Document, and Automated Packing List to all consignees other than Defense Reutilization and Marketing Offices.

DOCUMENT	NO. OF COPIES	DISTRIBUTION
DD Form 1348-1A	Three	<p>Two copies will accompany all shipments. When the DD Form 1348-1A contains bar coding, one of the two copies to accompany the shipment will be the original copy.</p> <p>A minimum of one copy will be on the outside of the shipping container if not in conflict with other applicable directives. One copy will be produced and retained by the shipper unless an automated capability is available to prove a shipment has been made.</p>
APL	One	If an APL is produced, it will be attached to the outside of the shipping container.

Figure 5-2. Distribution of DD Form 1348-1A, Issue Release/Receipt Document, for Shipments to Defense Reutilization and Marketing Offices.

DOCUMENT	NO. OF COPIES	DISTRIBUTION
DD Form 1348-1A	Five	<p>Four copies will accompany all shipments of materiel to the DRMO. When the DD Form 1348-1A contains bar coding, the original copy will accompany the shipment. These copies will be used as follows:</p> <p>(1) Source document file copy.</p> <p>(2) Return to originator with signature of receiver.</p> <p>(3) Remains attached to property at DRMO.</p> <p>(4) Used by personnel screening property for potential reutilization, transfer, or donation.</p> <p>(5) If activity requires a driver's return copy, a fifth copy will accompany the shipment.</p>
APL	One	If an APL is produced, it will be attached to the outside of the shipping container.

Figure 5-3. Instructions for Completion of DD Form 1348-1A, used for Returns to Stock and Transfers (excluding Transfers to Defense Reutilization and Marketing Offices).

RECORD POSITION(S)	ENTRY AND INSTRUCTIONS
1-3	Perpetuate form source document or blank
4-7	Blank
8-22	Stock or part number
23-24	Unit of Issue
25-29	Quantity
30-43	Document Number of Consignor (shipper)
44-73	Blank
74-80	Unit price
Blocks 3 and 27	The DoDAAC of the activity to which the materiel is directed. The in-the-clear name, number, and address may be in Block 27.
Block 27	The supply condition code reflecting the condition of the materiel (see appendix B18).
Block 27	The activity account number of the activity to be credited (if applicable) and the appropriate fund code (if applicable).

CHAPTER 6

FOREIGN MILITARY SALES AND MILITARY ASSISTANCE PROGRAM GRANT AID

A. GENERAL

The provisions of MILSTRIP apply to all phases of requisitioning and issue to support FMS and MAP Grant Aid. This chapter provides special procedures and instructions for preparing and processing FMS and MAP Grant Aid requirements (see appendix B22) which are exceptions to other areas of this manual.

B. RESERVED

C. REQUISITION FORMATS

Requisitions for FMS and MAP Grant Aid materiel vary from the construction of requisitions in support of U.S. Forces. Codes peculiar to FMS and MAP Grant Aid requisitions are listed in the designated appendices and the MAPAD (reference (c)) together with their meanings and applications. Specific FMS and MAP Grant Aid requisition entries are as follows:

1. Military Assistance Program Grant Aid

a. Requisitioner Field (rp 30-35)

(1) Rp 30 will contain the FMS and MAP Grant Aid Service/ Agency code (appendix B2) of the U.S. S/A responsible for administering the MAP Grant Aid Program line.

(2) Rp 31-32 will contain the country/international organization code (appendix B20).

(3) Rp 33 will contain the customer-within-country code to indicate the recipient or place of discharge within the country (see reference (c)), with the exception of requisitions containing DI A05 with special one-time shipping instructions entered in the Remarks block of the requisition. In this instance, a DI A05 requisition may contain a zero in rp 33. The special instructions will include an address to receive documentation when documents are not to be forwarded to the ship-to address. The use of DI A05 requisitions will be limited to one-time situations where it is not practicable to designate the addresses by coded entries in the requisition and in reference (c).

(4) Rp 34 will contain a numeric zero (0).

(5) Rp 35 will contain the appropriate MAP Grant Aid type of assistance/financing code (see appendix B22).

b. Supplementary Address Field (rp 45-50)

(1) Rp 45 will contain Y to indicate that the data entered in rp 46-50 are nonsignificant to the overall system but are to be perpetuated in all subsequent documentation.

(2) Rp 46-50 will contain the RCN. This number is assigned by the appropriate Service activity and is constructed as follows:

(a) Rp 46 will contain the last digit of the program year in which the requisitioned item was approved and funded.

(b) Rp 47-50 will contain the four position program line item number (alpha/numeric) of the program.

2. Foreign Military Sales

a. Requisitioner Field (rp 30-35)

(1) Rp 30 will contain the FMS and MAP Grant Aid Service assignment code (appendix B2) of the U.S. Service responsible for administering the FMS Case.

(2) Rp 31-32 will contain the country/international organization code (appendix B20).

(3) Rp 33 will contain the customer-within-country code. This code will be assigned and recognized in conjunction with entries in rp 46-47. The application of the customer-within-country code in relation to coded entries in rp 46-47 is explained in paragraph C.2.c. When a customer-within-country code is not applicable, a zero will be entered.

(4) Rp 34 will contain the FMS delivery term code (see MILSTAMP (reference (p))) to convey the point of delivery condition negotiated under the case agreement and must correspond to delivery terms specified in the applicable Letter of Offer and Acceptance.

(5) Rp 35 will contain the appropriate FMS type of assistance/financing code (appendix B22).

b. Supplementary Address Field (rp 45-50)

(1) Rp 45 will contain the FMS Service code (appendix B2) of the customer country's requisitioning Service, which is published in the MAPAD (reference (c)).

(2) Rp 46 will contain the applicable country FMS offer/release option code (A, Y, or Z) or code X to denote that the United States is responsible for transportation arrangements, as determined by negotiations between the customer CR and the U.S. Service responsible for administering the FMS case, and as reflected in the Case Agreement. Country FMS offer/release option codes are listed in the definitions and terms section of this manual with explanations of their application and recognition under FMS offer and release procedures.

(3) Rp 47 will contain a code to designate the recipient of shipments and documentation and will be the FMS CR/FF code as published in the MAPAD (reference (c)). This entry and the use of code X or W will be applied and recognized in conjunction with the entry in rp 33 as explained in paragraph C.2.c.

(4) Rp 48-50 will contain the specific FMS case designator consisting of a three position alpha/numeric code. The first position will always be alphabetic and the second and third positions may be alphabetic or numeric. All correspondence (letters, messages, etc.) will always include the appropriate case designator as part of the identification data.

c. Designation of Shipment Addresses for Foreign Military Sales

(1) The means of expressing ship-to and/or mark-for addresses in requisitions are the entries shown in rp 33 (customer-within-country) and rp 47 (CR/FF). The designation of such addresses will be consistent with delivery terms contained in the case agreement. Specific codes will not be utilized in requisitions until such time as the codes and corresponding addresses are published in reference (c).

(a) The DAAS will reject requisitions, DI AT_ followups, and DI AM_ modifiers, containing MAPACs that do not have valid ship-to and mail-to addresses in the MAPAD, to the submitting ILCO.

(b) The ICPs will also reject requisitions received off-line (mail, message, courier, fax, telephone) which contain MAPACs that do not have valid ship-to and mail-to addresses in the MAPAD, to the submitting ILCO. This includes remarks/exception type DI A05/A0E requisitions directing materiel to various shipping points.

(2) When shipment is to be made to a CR/FF or to a point designated by a CR/FF in response to NOA, a specific code other than an X or W will be entered in rp 47. In this instance, the ship-to address will be the address listed in reference (c) for the CR/FF or the address provided in response to the NOA. The mark-for address will be the address listed in reference (c) for the code in rp 33. For those countries which have elected not to publish clear-text addresses for rp 33 codes, there will be no mark-for address, but supply and shipping activities will perpetuate the rp 33 code in all related documentation. When a customer-within-country code is not applicable, a zero will be entered.

(3) When shipment is to be made to an assembly point or staging area, a W will be entered in rp 47 and a clear-text address will be conveyed in an exception requisition. The rp 33, if required, will designate the mark-for address.

(4) When shipment is to be made to an address within the customer country, an X will be entered in rp 47 and the in-country ship-to address will be the address listed in the MAPAD (reference (c)) for the code in rp 33.

(5) The foregoing instructions apply to all customer countries except Canada. For Canada, shipment address codes are contained in rp 46 and 47.

d. Country FMS Offer/Release Option Codes

(1) Country FMS offer/release option codes are used in requisitions for shipments to be made or offered to CR/FFs. These codes specify whether shipments are to be made automatically or under one of two types of NOAs and will be consistent with the conditions of the FMS case agreements. Country FMS offer/release option codes are not applicable to requisitions for Canada since FFs are not utilized for Canada and both rp 46 and 47 are used to denote shipment addresses.

(2) Country FMS offer/release option codes and their explanations are contained in the definitions and terms section of this manual.

(3) If, consistent with the conditions of the FMS case agreements, transportation arrangements for shipments will be accomplished by the U.S. Service, an X will be entered in rp 46 in lieu of a country FMS offer/release option code. When an X is authorized and entered in rp 46, an X or W, denoting shipment to an address within the customer country or shipment to an assembly point or staging area, must be entered in rp 47.

D. RESERVED

E. REQUIRED AVAILABILITY DATES

1. Requisitions for FMS and MAP Grant Aid requirements for major weapons systems, end items, and concurrent spares will be prepared to reflect the amount of time remaining from dates of requisitions until RADs become effective. In FMS cases the RAD will be computed by adding the lead time stated on the Letter of Offer and Acceptance to the date of receipt of the completed, funded, Letter of Offer and Acceptance. For MAP Grant Aid, the RAD will be computed by adding the ICP determined lead time to the date of the MAP order.

2. The requisition RAD will be expressed as the number of months remaining from the date of the requisition to the computed RAD which will be entered in rp 63-64 of the requisition. The character A will be inserted in rp 62. This technique enables supply source, ILCO, and customer control of requisitions, provides for recognition of firm commitments to foreign governments, and helps assure that materiel requirements are ready for delivery by the approved RAD. The actual date of materiel availability will be the last day of the month depicted by the rp 62-64 entries.

3. For MAP Grant Aid, as soon as practicable, but not later than 120 days after receipt of an approved funded order, the S/A Departments will place a RAD on the requisitions for major items, as determined by the S/A, and the associated support equipment and initial issue parts.

a. RAD time begins with the date of the requisition.

b. Requisition originators will modify the RADs when contract forecast delivery dates indicate availability of items at a time other than designated by the previously established RADs. In inter-S/A actions, when requisitions or other documents bear a RAD with a shorter lead time than when the materiel will be available, the supplying S/A will promptly provide the requesting S/A with status reflecting the true availability date. This will be accomplished by use of DI AE_ with Supply Status Code BB, BV, or B3, as appropriate. The requesting S/A will adjust all records to reflect the new availability date information. When the supplying S/A is aware that the established RAD will not be met, that S/A's supply source will advise the appropriate ILCO that the RAD will not be met due to slippage and internal processing. The advice of RAD slippage will be furnished the ILCO by letter, message, or DI AE_ with Supply Status Code B3.

F. RESERVED

G. REQUISITION PREPARATION AND SUBMISSION

1. Requisitions will be prepared and transmitted by FMS countries and SAOs to the applicable ILCO in the appropriate MILSTRIP format as prescribed by the U.S. Service. The ILCO

will transmit FMS and MAP Grant Aid requisitions to the appropriate supply source in the prescribed DoD MILSTRIP format.

2. Requisitions prepared by the U.S. Service for FMS and MAP Grant Aid requirements will be transmitted to the appropriate supply source in the prescribed MILSTRIP format.

3. ILCOs will enter a CLPSC (appendix B27) in rp 72 of applicable requisitions and passing orders, in order to convey programmed/nonprogrammed status of a requisition to an ICP/IMM. Supply support, provided under CLSSA agreements, is intended to provide support to the requiring nation on the same basis that support is provided to U.S. Forces. However, such support cannot be provided if the combat effectiveness of U.S. Forces would be impaired thereby. Consequently, CLSSA support is not to be provided on the same basis as for U.S. Forces until after the expiration of a lead time period necessary to augment U.S. Stocks to support the agreement. CLSSA requisitions received before the expiration of required lead time may be filled from existing supply source stocks only if stock levels do not drop below the established reorder point. If sufficient stock balances are not available to fill such requisitions without dropping below the reorder point, supply sources will initiate procurement action to fill the CLSSA requirement. CLSSA requisitions received prior to expiration of the established lead time are considered to be "unprogrammed" requirements. Unprogrammed CLSSA requisitions and passing orders will contain CLPSC 2 in rp 72 (see appendix B27). CLSSA requisitions and passing orders received after expiration of the lead time required to augment stock levels will be processed in the same manner as U.S. demands. Such requisitions and passing orders are considered to be "programmed" requirements and will contain CLPSC 1 in rp 72. If rp 72 is blank when the requisition is received by the ICP/IMM, the requisition will be processed as an unprogrammed requirement.

4. Certain FMS and Grant Aid requisitions will be subject to a restriction in quantity when it is determined that the total requirement for an item will result in more than 25 shipment units. This constraint is employed to preclude the assignment of non-MILSTAMP TCNs which occurs when the number of shipment units exceeds 25 and which causes a loss of identity to the shipment. The Services will specify those items of equipment to which the quantity restriction applies. Generally, these items will be equipment such as wheeled/tracked vehicles or other items when a unit of issue of one each will constitute a single shipment unit.

H. RESERVED

I. STATUS IN GENERAL

1. Supply sources will provide status only to the ILCO or other monitoring activities identified in rp 54 of appendix C formats. DI Code AE3 will be used on supply status, and DI Code AS3 will be used on shipment status in response to followups. However, DI Code AE8/AS8 will be used in supply source initiated status. It is the responsibility of the ILCO or monitoring activity to furnish status to the appropriate country status recipient.

2. Status from the ILCO/monitoring activity to the MAPAD country status recipient will be transmitted through the DAAS.

a. Status to FMS customers is sent to the MAPAD TAC 4 country status recipient.

b. Status to Grant Aid customers is sent to the MAPAD TAC 3 country/in-country security assistance organization (SAO) status recipient.

3. The M&S entry in rp 7 should be 0 (zero) to preclude unnecessary status output. The transmission medium is determined by DAAS.

J. STATUS UPON REQUISITION INITIATION OR SUBMISSION

1. **General.** Status is provided by the ILCO to the customer when the requisition enters the supply system.

2. **Service initiated requisitions.** When FMS requisitions are prepared and introduced by a U.S. Service, a supply status document representing the U.S. prepared requisition will be transmitted by the introducing U.S. Service to the appropriate MAPAD status recipient. The supply status document may also be prepared for CONUS generated MAP Grant Aid transactions and, when prepared, will be transmitted to the appropriate in-country SAO. The supply status document will contain DI Code AE_ and will contain a code A thru E in the third position to reflect the type of stock number being requisitioned. It is desired that the latest available unit price be entered in rp 74-80; however, this is an optional entry depending on the capability of the Service involved. Status Code BU will be entered in rp 65-66 and the ESD in rp 70-73 may be left blank.

3. Customer initiated requisitions.

a. When country prepared FMS requisitions are forwarded to supply sources by the ILCO, supply status with DI Code AE2 citing Status Code BW will be provided to the customer.

b. When Grant Aid requisitions prepared by the in-country SAO are forwarded to supply sources by the ILCO, supply status with DI Code AE1 citing Status Code BW will be provided to the customer/SAO.

c. The latest available unit price may be entered in rp 74-80, and the ESD in rp 70-73 may be left blank.

K. FOLLOWUPS AND STATUS RESPONSES

1. As authorized, followups, modifiers, and cancellations for FMS and MAP Grant Aid transactions may be submitted by CRs or in-country SAOs to the source(s) designated by the individual U.S. Service administering the FMS case or MAP Grant Aid Program line.

2. When followups are submitted to the ILCO/monitoring activity, the latest status information will be furnished to the CR by the ILCO/monitoring activity.

a. FMS requisition status will contain DI Code AE2 or AS2.

b. Grant Aid requisition status will contain DI Code AE1 or AS1.

3. When current status information is not available on requisitions which have been submitted to the supply system, the ILCO/monitoring activity may transmit the followup to the appropriate supply source or provide interim status to the customer pending completion of ILCO/monitoring activity followup action. In either case, a supply status document containing Status Code BW or BM (as indicated by the U.S. Service) and a blank ESD field may be provided to the customer. When requisitions have not been introduced into the supply system, the ILCO/monitoring activity will provide a written reply to the customer originated followups.

L. CANCELLATION AND REJECTION STATUS

1. Cancellation and rejection status from the supply source will be provided to the ILCO/monitoring activity citing DI Code AE3 and the appropriate status code.

2. DI Codes AE1/AE2 supply status will not be produced by the supply source on FMS and Grant Aid requisitions.

M. STATUS ON FOREIGN MILITARY SALES NOTICE OF AVAILABILITY

When FMS requisitions are processed and an NOA is forwarded to the CR/FF, a DI Code AE2 supply status document containing Status Code BL will be furnished to authorized status recipients at the same time the NOA is forwarded. The BL status advises that the item is available for shipment and was offered to the CR/FF on the date entered in rp 70-73.

N. MODIFICATION OF COUNTRY FOREIGN MILITARY SALES OFFER/RELEASE OPTION OR FREIGHT FORWARDER

1. Unusual circumstances can require a change in the country FMS offer/release option code or freight forwarder code for an FMS case or for individual requisitions within an FMS case. When this condition exists, FMS customers or ILCOs/monitoring activity may initiate DI AM_ requisition modifier to change the coded data in FMS requisitions which have been released to the supply system.

2. FMS requisition modifier transactions will be initiated under chapter 2, paragraph S. Entries in the requisition modifier transaction may differ from those in the original requisition only to reflect changes to one or any combination of the following:

- a. Media and Status, rp 7.
- b. Country FMS Offer/Release Option, rp 46.
- c. Freight Forwarder, rp 47.
- d. Signal, rp 51.
- e. Fund, rp 52-53.
- f. Distribution, rp 54.
- g. Project, rp 57-59.
- h. Priority Designator, rp 60-61.
- i. Required Delivery Date, rp 62-64.
- j. Advice, rp 65-66.

3. Modifiers which change the country FMS offer/release option or FF must be submitted to procurement for manual amendment of contracts. Customers are responsible for additional charges which may accrue. To limit manual processing and avoid additional contract charges, modifiers

which change the country FMS offer/release options or FFs should be submitted only when the change is mandatory. When U.S. Department of Defense Offer and Acceptance agreements, have not been amended to reflect the changes, FMS customers must coordinate with the Service ILCO/ monitoring activity before requesting requisition modification.

O. RELEASE OF FOREIGN MILITARY SALES SHIPMENTS

1. General

a. The procedures to be followed in releasing shipments of FMS materiel from storage activities are normally dependent upon the entry in rp 46 of requisitions or related transactions. The exceptions to use of the country FMS offer/release option code in rp 46 in the release of shipments are:

(1) When the shipment is unclassified and is to be accomplished by parcel post/small parcel delivery service, the shipment will be released automatically without an NOA regardless of the entry in rp 46 and should be either insured, certified, or registered. Evidence of shipment must be provided for all FMS shipments regardless of shipment size, weight, or value. Classified shipments always require use of an NOA, as indicated below.

(2) When an export release is required from MTMC under chapter 202 of AR 55-355 et al., (reference (d)), the shipping activity will submit a request for export release to the MTMC Area Command before shipment. An NOA will be furnished to the CR/FF and will indicate that an export release has been requested. The export release provided by the MTMC releasing authority will include shipping instructions as coordinated with the CR/FF.

(3) When the shipping activity determines that the shipment includes materiel which is dangerous/hazardous, sensitive, or otherwise requires a high degree of protection or control within CONUS, but does not require an export release from MTMC, an NOA will be furnished to the CR/FF regardless of the entry in rp 46 and the shipment will be held pending receipt of release and shipping instructions from the CR/FF. NOAs for classified shipments will be forwarded to the CR identified in the MAPAD (reference (c)).

b. For shipments not subject to the exceptions outlined in paragraph O.1.a., above, the entry in rp 46 will prescribe procedures to be followed in releasing shipments of FMS materiel from storage activities. When Country FMS Offer/Release Options Y and Z are entered in rp 46, notification to the designated CR/FF is required prior to release of the shipment. When rp 46 contains Country FMS Offer/Release Option A or X, the shipment will be released automatically, without providing an NOA to the CR/FF.

c. The NOA is the document by which a U.S. shipping activity will notify the designated CR/FF address that materiel is ready for shipment. A manual NOA will be prepared for all classified shipments and certain unclassified shipments for all countries except those countries specifically requesting mechanized NOAs such as the Federal Republic of Germany. Countries desiring to receive the mechanized NOA will submit a request to the Director, Defense Logistics Management Standards Office, ATTN: DLMSO-MM. All countries requesting the mechanized NOA will be identified in this paragraph. Procedures for NOA preparation are contained in paragraphs O.2. and O.3., below. The NOA document, manual or mechanized, will be assigned a notice number. The FMS notice number will be the control number (TCN, GBL, etc.) assigned to the shipment except when the shipment is made on a CBL and a TCN is not assigned; the shipping activity will assign their own FMS notice number which will be prefixed by the consignor's AAC

beginning in rp 61 of the FMS notice number field. When rp 61-77 are not filled, these positions not used will be blank.

2. Manual Notice of Availability

a. The DD Form 1348-5, Notice of Availability/Shipment, will serve as a cover document for individual copies of the DD Form 1348-1A¹ applicable to each line item in a shipment unit. Together, these documents will comprise the original NOA. The data to be entered on the DD Form 1348-5 are that which describe the shipment unit, while the supporting copies of the DD Form 1348-1A provide individual item data. All blocks of the DD Form 1348-5 from the top of the form to the portion captioned "TO BE COMPLETED BY ADDRESSEE" will be completed by initiating activities when the applicable shipment units are consolidated. In instances of single line item shipment units, the following data are not mandatory entries on the DD Form 1348-5 if they are contained in the accompanying copies of the DD Form 1348-1A: type pack, pieces, weight, and cube. All data blocks are self-explanatory, except that the NOA date (the date notice is transmitted) will be entered in the block titled "Notice of Availability/Shipment." The "Notice Number" block will contain the control number (TCN, GBL, etc.) assigned to the shipment. When an export release is required from the MTMC, the DD Form 1348-5 will be annotated or stamped in the lower left corner "EXPORT RELEASE REQUIRED." The shipping activity will also annotate or stamp brief notes applicable to materiel discussed in paragraph O.1.a.(3), when appropriate. The manual NOA will be mailed to the notice recipient specified in the MAPAD (reference (c)) except that the NOAs covering classified shipments will be forwarded to the country representative. Distribution of DD Form 1348-5 (appendix A5) will be as follows:

<u>COPY NO.</u>	<u>USE</u>
1	Retained by the shipping activity pending receipt of shipment release instructions.
2,3	Furnished to the appropriate CR/FF address (as designated in reference, to receive the NOA) with copies of the DD Form 1348-1A, for insertion of shipment release instructions on the third copy and return to the shipping activity. The second copy will be retained by the CR/FF.

b. Replies to manual NOAs will be accomplished by two different methods. When an export release is required, the CR/FF will furnish specifying consignment instructions, if any, and coordinate these or other shipment or delivery instructions with MTMC releasing authority. When an export release is not required, the reply will be accomplished by insertion of shipment release instructions on the third copy which will be returned to the issuing activity. Shipment release instructions will provide for shipment or delivery of materiel to a single destination by shipment unit. Shipment units identified by shipment unit numbers will not be split by shipping activities to accommodate shipments or deliveries to multiple points. Instructions to CR/FFs regarding replies to NOAs will specify the need for coordinated instructions when an export release is required and include provisions for the following minimum data in the replies to other NOAs:

¹
Effective 1 Nov 91, the DD Form 1348-1A, Issue Release/Receipt Document, became the primary document to issue, release, and receive materiel; however, you may continue to use the DD Form 1348-1, DoD Single Line Item Release/Receipt Document, until all stocks are exhausted, but not beyond November 1996.

(1) The complete name and address of the consignee except when materiel will be picked up by the CR/FF.

(2) The date materiel is to be shipped or the date the materiel will be picked up by the CR/FF.

(3) The complete name and telephone number(s) of the individual(s) who will be available and authorized to receive on behalf of the purchasing country, for the specific classified shipment covered by the NOA advising of the availability of a classified shipment.

c. In instances where the shipment does not require an export release or the shipping activity has determined that there is no requirement for a high degree of protection or control and Country FMS Offer/Release Option Y is contained in rp 46, the shipment will be released to the CR/FF on the 15th calendar day after the NOA date, unless alternate shipping instructions are received. When an export release is required, the shipment will be held pending receipt of release and shipping instructions from the MTMC releasing authority and if such instructions are not received within 15 calendar days after the NOA date, a followup only to MTMC will be made in lieu of transmitting a duplicate NOA. In instances where the shipping activity has determined a need for a high degree of protection of control or Country FMS Offer/Release Option Z is contained in rp 46, the shipment will be held pending receipt of release and shipping instructions from the CR/FF. Should such instructions not be received within 15 calendar days after the NOA date, a duplicate of the NOA will be transmitted to the designated notice recipient, with the same shipment unit number assigned. This duplicate NOA will be annotated to indicate that the shipment delay is caused by the CR/FF's failure to furnish release and shipping instructions. Two copies of the DD Form 1348-5, Notice of Availability/Shipment, together with the DD Form 1348-1A, will constitute the delay NOA.

3. Mechanized Notice of Availability. Except for classified shipments or unclassified shipments to be accomplished by parcel post/small parcel delivery service, the mechanized FMS NOA is provided to customers having a need to receive mechanized data for FMS shipments when Country FMS Offer/Release Option Y or Z is entered in rp 46 of requisitions or when an export release is required pursuant to chapter 202 of AR 55-355, et al. (reference (d)). The mechanized NOA consists of the following documents:

a. The FMS NOA key document will contain shipment unit information and will accompany the FMS NOA detail document. The initial key document will contain DI AD1 when an export release is not required and DI ADR when an export release is required. When release instructions have not been received within 15 days of the DI ADR NOA date, a followup will be made to the MTMC releasing authority and a delay NOA key document, DI AD3, will not be prepared or transmitted to the CR/FF. When Country FMS Offer/Release Option Z applies and release instructions have not been received within 15 calendar days of the DI AD1 NOA date, a delay NOA key document containing DI AD3 will accompany the delay NOA detail documents.

b. The FMS NOA detail document will contain line item information as contained in the issue/release document; such as, the MRO or DD Form 1348-1A. The initial detail document will contain DI AD2. When Country FMS Offer/Release Option Z applies and release instructions have not been received within 15 calendar days of the NOA date, a delay detail document containing DI AD4 will be prepared for each initial detail document which accompanied the initial key document.

c. The FMS reply document (DI AD5) will always be used when replying to a mechanized NOA other than DI ADR. When replying to a DI ADR NOA key document the specifying consignment instructions and/or other shipment or delivery instructions will be provided to the MTMC

releasing authority to facilitate provision of a coordinated (export) release to the shipping activity. In replying to mechanized NOA other than DI ADR, the following rules apply:

(1) When shipment release is to be made to the addresses identified by coded entries in the MAPAD (reference (c)), the AD5 document will contain an R in rp 60.

(2) When shipment release instructions are being mailed under separate cover, the AD5 document will contain an E in rp 60. The shipment release instructions which are mailed may be accomplished by letter, country designated forms, or other appropriate communications; however, such instructions must reach the shipping activity within 15 days for transactions coded with Country FMS Offer/Release Option Y. Otherwise, the shipment will be released automatically to the appropriate address contained in reference (c). The S/A's implementation of these procedures will provide for such replies to be transmitted to the activity designated by the RI contained in rp 4-6 of the NOA documents.

4. When a country replies to an NOA and rejects the shipment because the shipment unit contains materiel which will constitute a duplicate shipment, the shipping activity will withdraw the rejected materiel from the shipment and prepare a new NOA (AD1 and AD2 or ADR and AD2).

5. Shipments from Procurement (To be finalized).

P. RESERVED

Q. CONSOLIDATION AND MARKING OF FOREIGN MILITARY SALES SHIPMENTS

1. **Consolidation.** The shipment planning process should recognize and assure compatibility of codes in requisitions and related documents when configuring shipment units. To assure compatibility of codes, rp 30-34, rp 45-50, and rp 57-61 must be considered for FMS nonassembly shipments; rp 55 and 56 must be considered in addition to rp 30-34, rp 45-50, and rp 57-61 for FMS assembly shipments; and rp 30-33, rp 35, and rp 57-61 must be considered for Grant Aid.

a. FMS assembly shipments may be consolidated into containers or shipment units if under the same U.S. Service program manager, recipient country, customer within country, delivery term code, in-country service, offer/release option code, FF code, FMS case, case line number, project codes (if applicable), and PD. The criteria for FMS nonassembly shipments is the same as for assembly shipments with the following exception: nonassembly shipments may be consolidated regardless of CLN.

b. Grant Aid assembly and nonassembly shipments may be consolidated into containers or shipment units if under the same U.S. Service program manager recipient country, customer within country, type of assistance, project code (if applicable), and PD.

c. Consolidation will also be limited by the following conditions:

(1) Physical characteristics of items should be compatible with other items in the same shipment unit.

(2) Explosives or other dangerous articles will not be consolidated with other items.

(3) Aircraft, missiles, engines, and large (excess dimension) spares or assemblies for any item of equipment subject to special handling or construction or requiring movement as a single shipment unit will not be consolidated with other line items.

(4) Radioactive or magnetic materiel will not be consolidated together or with other materiel.

(5) When shelf-life items are included in a consolidated shipment, the exterior of the consolidated shipping container will be marked under the multipack requirements of MIL-STD-129 (reference (w)).

2. **Address Marking.** The manner of designating ship-to and/or mark-for addresses in requisitions is described in subparagraph C.2.c. After determining the specific coded entries and their use as a ship-to and/or mark-for address in a given requisition, the corresponding clear-text address for container markings will be obtained from the MAPAD (reference (c)).

R. RESERVED

S. DOCUMENT DISTRIBUTION

1. Military Assistance Program Grant Aid Documents

a. DD Form 1348-1A². Documentation to accompany shipments will be two copies of the DD Form 1348-1A, Issue Release/Receipt Document and one copy of the APL, if produced. See figure ~~6-2~~ **6-1**.

b. DD Form 250. On direct deliveries from vendors, a copy of the DD Form 250, Material Inspection and Receiving Report, procurement shipping and receiving document, will be forwarded to the SAO of the country.

2. Foreign Military Sales Documents

~~a. DD Form 1348-1~~

~~(1) The distribution of the release/receipt document is shown in figure 6-3. (Actual copies utilized, other than the original, will be at the option of the individual S/A.)~~

~~(2) For shipments requiring NOA, an additional three copies of the release/receipt document will be used in providing the original/ delay/amended NOAs, as required.~~

~~b. DD Form 1348-1A. Documentation to accompany shipments will be two copies of the IRRD and one copy of the APL, if produced. See figure ~~6-4~~ **6-2**. For shipments requiring an NOA, three copies of the DD Form 1348-1A will accompany the NOA.~~

T. RESERVED

²~~See figure 6-1 for the DD Form 1348-1 distribution requirements. Actual copies utilized, other than the original and the first carbon copy, will be at the option of the individual S/A.~~

U. SPECIAL MILITARY ASSISTANCE PROGRAM GRANT AID PROCEDURES

When issues of excess materiel are made in support of reimbursable MAP Grant Aid requisitions, the following action will be initiated:

1. Change signal code to D.
2. Furnish BN supply status to designated address(es).

V. RESERVED

W. CANCELLATION OF REQUISITIONS

1. The same rules governing cancellation of requisitions for Troop Support (see chapter 2, paragraph Q.; chapter 3, paragraph AA.; and chapter 8) will apply to FMS and Grant Aid except for special procedures herein.

2. When individual line items with a Grant Aid program RCN are to be canceled, or FMS cases/programs are to be canceled, the canceling Agency/activity will submit single line cancellation requests under the appropriate Service policy.

3. FMS/Grant Aid single line cancellation requests will be processed under chapter 3, paragraph AA., except that:

a. No tracer action will be initiated for FMS shipments to foreign countries which move in commercial transportation channels to commercial FFs and are therefore not available for cancellation after turnover to the carrier, post office, or FF. Storage activities will furnish supply sources with shipment status documents (DI AU_).

b. Supply sources will advise the ILCO of contractual agreements which will result in cost conditions if cancellations, diversions, or holding are accomplished. The ILCO will decide whether the cancellation, diversion, or hold actions will be suspended or continued. Decisions to continue cancellations or diversions will be provided the supply source by narrative message containing the notation: "Decision for cancellation or diversion by ILCO."

4. FMS/Grant Aid mass cancellation requests will be processed under chapter 8, except that ILP mass cancellation requests will be submitted with the required codes for identification of one of the following, for which cancellation of all requisitions is requested:

- a. U.S. MAP Service code and country/activity code (rp 30-32).
- b. U.S. MAP Service code and country/activity code (rp 30-32) and project code (rp 57-59).
- c. FSC or FSG when associated with U.S. MAP Service code and country/activity code (rp 30-32).

5. Transportation (such as the terminal costs associated with stopping, holding, and returning materiel to depots or storage) and procurement termination costs incident to actual diversion/ cancellation of FMS requisitions will be charged under DoD Instruction 7510.4 (reference (x)).

6. Grant Aid shipments which meet the criteria for shipment diversion under mass cancellation conditions will be diverted to the predesignated storage sites of the canceling Service by the DTS. Storage sites in receipt of Grant Aid cancellation shipment(s) will report the receipt(s) to the applicable Service ICP/ILCO and the materiel will be accounted for as MAP suspended materiel pending receipt of disposition instructions. Service ILCOs will provide disposition instructions under the provisions of DoD 5105.38-M (Part II) (reference (t)).

7. Navy sponsored FMS shipments from vendor sources will be diverted to predesignated Navy storage sites by the DTS. FMS shipments sponsored by the other Services and Navy sponsored shipments from DoD/GSA storage activities will be diverted under chapter 8, paragraph E.1.

X. RESERVED

Y. RETURN OF DISCREPANT FOREIGN MILITARY SALES MATERIEL

1. Discrepancies in FMS shipments are reported on SF 364, Report of Discrepancy, by the receiving FMS customer. The required data entries and procedures for processing RODs are provided by the joint regulation DLAR 4140.60, et al. (reference (y)).

2. When it is determined that materiel reported on SF 364 is to be returned to U.S. supply system stocks, the U.S. supply source, in addition to completing the reverse side of the SF 364, will prepare the DD (or GSA) Form 1348-1A, to be used to return the materiel. The DD Form 1348-1A, in five copies, will be forwarded to the U.S. ILCO indicated by the first position of the requisitioner's document number (Block 8, SF 364) along with the SF 364 and contain entries shown in appendix C47.

3. The DTS will be used to return discrepant FMS materiel when appropriate. This can be accomplished in two ways:

a. If a transshipment point has not been specified and the SAO has the capability/capacity to perform this function, the SAO will arrange for movement through the DTS.

b. If a transshipment point has been designated, the transshipment point will arrange for movement through the DTS.

(1) The transshipment point should be a U.S. activity located in the FMS country which submitted the ROD and/or be reasonably accessible to the FMS country.

(2) The transshipment point will, as a minimum, provide legible copies of the signed DD Form 1348-1A (evidencing receipt) to the U.S. supply source identified in rp 67-69, the appropriate CR listed in the MAPAD (reference (c)), and, if requested, to the consignor. The latter two copies may be reproductions of the copy furnished to the supply source.

(3) Coordination between the U.S. supply source and the focal point listed in DLAR 4140.60, et al. (reference (y)) is required prior to initial designation as a transshipment point of an S/A other than that of the supply source.

(4) When the DTS is not used for return of discrepant FMS materiel, the holding FMS country will arrange for movement through the CR/FF to the activity designated in Block

3 of the DD Form 1348-1A³. CONUS inland shipments will be effected by the use of a collect CBL convertible to a GBL upon receipt. Reimbursement of transportation charges between the holding FMS country and the CR/FF will be requested by the CR to the U.S. supply source identified in rp 67-69 of the DD Form 1348-1A.

(5) Regardless of the method of transporting return-eligible discrepant FMS materiel, all shipments pursuant to these procedures must be completed within 180 days of the date of document preparation entered in Block 5 of the DD Form 1348-1A.⁴

³~~Block B of the DD Form 1348-1.~~

⁴~~Block O of the DD Form 1348-1.~~

Figure 6-1. Distribution of DD Form 1348-1, used as Military Assistance Program Grant Aid Documents.		
<u>DOCUMENT</u>	<u>NO. OF COPIES</u>	<u>DISTRIBUTION</u>
DD Form 1348-1	Three	Two copies will accompany all shipments. (One copy must be the first carbon copy.) A minimum of one copy will be on the outside if not in conflict with other applicable directives. The original will be retained by the shipper unless an automated capability is available to prove a shipment has been made.
DD Form 1348-1	One	Forwarded via priority mail to the activity designated in the MAPAD to receive the document (Type Address Codes 5 and 6; if blank, see Type Address Codes 1 and 2, respectively).
Automated Packing List	One	If an APL is produced, it will be attached to the outside of the shipping container.

Figure 6-2 6-1. Distribution of DD Form 1348-1A and Automated Packing List, used as Military Assistance Program Grant Aid Documents		
<u>DOCUMENT</u>	<u>NO. OF COPIES</u>	<u>DISTRIBUTION</u>
DD Form 1348-1A	Three	Two copies will accompany all shipments. (One copy must be the first carbon copy.) A minimum of one copy will be on the outside if not in conflict with other applicable directives. The original will be retained by the shipper unless an automated capability is available to prove a shipment has been made. When DD Form 1348-1A contains bar coding, one of the two copies to accompany all shipments will be the original copy.
DD Form 1348-1A	One	Forwarded via priority mail to the activity designated in the MAPAD to receive the document (Type Address Codes 5 and 6; if blank, see Type Address Codes 1 and 2, respectively).
Automated Packing List	One	If an APL is produced, it will be attached to the outside of the shipping container.

Figure 6-3. Distribution of DD Form 1348-1, used as Foreign Military Sales Documents.		
<u>DOCUMENT</u>	<u>NO. OF COPIES</u>	<u>DISTRIBUTION</u>
DD Form 1348-1	Three	Two copies will accompany all shipments. (One copy must be the first carbon copy.) A minimum of one copy will be on the outside if not in conflict with other applicable directives. The original will be retained by the shipper unless an automated capability is available to prove a shipment has been made.
DD Form 1348-1	One	Forwarded via priority mail to the activity designated in the MAPAD to receive the document (Type Address Codes 5 and 6; if blank, see Type Address Codes 1 and 2, respectively).
Automated Packing List	One	If an APL is produced, it will be attached to the outside of the shipping container.

Figure 6-4 6-2. Distribution of DD Form 1348-1A and Automated Packing List, used as Foreign Military Sales Documents.		
<u>DOCUMENT</u>	<u>NO. OF COPIES</u>	<u>DISTRIBUTION</u>
DD Form 1348-1A	Three	Two copies will accompany all shipments. (One copy must be the first carbon copy.) A minimum of one copy will be on the outside if not in conflict with other applicable directives. The original will be retained by the shipper unless an automated capability is available to prove a shipment has been made. When DD Form 1348-1A contains bar coding, one of the two copies to accompany all shipments will be the original copy.
DD Form 1348-1A	One	Forwarded via priority mail to the activity designated in the MAPAD to receive the document (Type Address Codes 5 and 6; if blank, see Type Address Codes 1 and 2, respectively).
Automated Packing List	One	If an APL is produced, it will be attached to the outside of the shipping container.

APPENDIX A

FORMS/MESSAGE FORMATS

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~~Effective 1 Nov 91, the DD Form 1348-1A, Issue Release/Receipt Document, became the primary document to issue, release, and receive materiel; however, you may continue to use the DD Form 1348-1 until all stocks are exhausted.~~

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APPENDIX A

FORMS/MESSAGE FORMATS

(INTRODUCTION)

A. The forms and message formats prescribed for use in MILSTRIP are as described below and as illustrated in the following appendices.

B. The basic considerations in the design of the forms are as follows:

1. The forms, although separately identified, are designed for a complete system and therefore complement one another as to the placement of data elements and codes.

2. The forms are designed for data entries by means of machine, typewriter, ballpoint pen, or pencil.

3. The forms are designed to facilitate the conversion of written data entries to machine-readable fixed length format in any organizational element of the supply system.

C. DD Form 1348, DoD Single Line Item Requisition System Document (Manual) (appendix A1). A four part form consisting of either two electronic accounting machine (EAM) cards - "Manila" or paper (arranged as the first and last copies) with two paper forms, carbon interleaved. The use of EAM cards or paper as the first and last copies is optional. However, when paper is used, the first copy will be bond paper or equivalent and the last copy may be bond paper or tissue. The form size will remain unchanged when either cards or paper are used. All copies are identical in format. When required, unit price and total price data will be entered in Blocks T and U, respectively, on copies 2, 3, and 4 and, at the option of the requisitioning S/A, may be entered on the original copy. When unit and total price appears on the original, the data will also be entered in Blocks T and U, respectively. In addition, the original card, when used, is upper left corner cut.

1. The form is used as a:

a. Manual requisition or manual requisition modifier.

b. Manual followup.

c. Manual cancellation.

2. Although the top card of this form is basically the same as DD Form 1348m, there are minor differences which are explained as follows:

a. There is no application to the 552 or 557 interpreter; therefore, a second interpreting line is not provided. The data blocks are positioned to permit keypunch of the written data in the card as the card is punched.

b. The manual form moves only from the requisitioner to the supply source; therefore, neither the top nor bottom line provides a caption for "suffix" or "status." For the same reason, the bottom line is furnished as a columnar guide for a keypunch operator and does not provide captions for the variable data in rp 67-80.

c. Inasmuch as the manual form will ordinarily be mailed, Blocks A and B are provided for entry of in-the-clear addresses to facilitate handling.

D. DD Form 1348m, DoD Single Line Item Requisition System Document (Mechanical) (appendix A2). A standard EAM card - "Natural," with upper left corner cut.

1. This form is used as:

- a. Requisition or Requisition Modifier.
- b. Followup.
- c. Passing Order.
- d. Cancellation.
- e. Supply Status.
- f. Request for Improved Estimated Shipping Date.
- g. Shipment Status.
- h. Materiel Release Order or Materiel Release Order Modifier.
- i. Referral Order.
- j. Redistribution Order.
- k. Materiel Release Confirmation.
- l. Materiel Release Denial (Warehouse Refusal).
- m. Materiel Obligation Validation Request.
- n. Materiel Obligation Validation Response.
- o. Notice of Availability.

2. Only one card form is provided for multiple formats with control of a specific format maintained by means of the DI code.

3. The document data entries will differ depending upon the type of transaction involved. Due to the numerous data entries prescribed for entry in rp 67-80 (dependent upon the transaction), the caption on the bottom line is "VARIABLE DATA ELEMENTS DEPENDING ON DOCUMENT IDENTIFIER CODE."

4. The card is designed primarily for electrical transmission and mechanical processing; therefore, interpretation would not normally be required. However, interpretation capability has been included to provide flexibility and interpretation of all data elements for all documents. The first 59 characters of data are interpreted on the top line, and data contained in rp 60-80 are on the second line of interpretation. This may cause specified data to be separated or split; however, continuity of rp 1-80 has been maintained.

5. Data blocks in the body of the form consider the requirement of organizations using manual procedures. Data Blocks A and B, which are included on the manual form, are not required on the mechanical card and therefore, the first block provided on the latter form is identified by "C" and continues with data blocks identical to those included on the manual form. The data blocks identified with numerics 1-80 are provided for entry of written data corresponding to the top line captions pertaining to a requisition. Blocks D through K are included for entry of data by processing points and pertain to requisition editing and status preparation. Blocks C and L through W are utility blocks to accommodate local requirements.

¹
~~E. DD Form 1348-1, DoD Single Line Release/Receipt Document (appendix A3). A six part paper, carbon interleaved, continuous form of pin-fed, tear-away configuration, measuring 8 inches wide (usable), and 5-1/2 inches in length (top to bottom). The form is designed to accept 10 printed characters to the inch.~~

~~1. This form is used as:~~

- ~~a. Release document from distribution point to consignee resulting from a requisition.~~
- ~~b. Release document for retrograde materiel or interbase (such as; post, camps, or stations) movements.~~
- ~~c. Materiel returns from base to depot.~~
- ~~d. Receipt document by the consignee.~~
- ~~e. An acceptable and preferred requisition when requesting property directly from DRMOs.~~

~~2. This form is designed to accommodate the various elements of data used by any of the Services as source information for preparing other documentation. This multipart document enables the supply source to use a single method of documentation for all requisitioners and provides a standard receiving document that will accommodate both manual and machine-equipped requisitioners and consignees. The form is designed to accommodate 10 printed characters to the inch, on one line at the top of the form, which can be printed from one 80-position EAM card containing all the data significant to the requisitioner.~~

~~3. The S/As have the option to stock the DD Forms 1348-1 with perforated parcel post labels attached to the outer right hand edge of the forms. The labels will be designed to enable attachment to parcel post packages for accomplishment of franked mail privileges. These labels may be designed with a horizontal perforation dividing the attachment into two sections, the upper portion to be used for such internal processing purposes as may be locally prescribed. When this type of label is used, care should be taken to ensure that the parcel post portion is large enough to accommodate both the ship-to and mark-for addresses. (This may require lowering the perforation.) Numbering of copies and location of the numbers on the form and/or attachment will be at the S/A option. When the address labels are used, the overall size of the basic DD Form 1348-1 will remain unchanged. Since the labels will be separated from the DD Form 1348-1 and used independently thereof, the S/As are authorized to use internally established form numbers on the labels.~~

RESERVED

¹Effective November 1, 1991, the DD Form 1348-1A, Issue Release/Receipt Document, became the primary document to issue, release, and receive materiel; however, you may continue to use the DD Form 1348-1 until all stocks are exhausted.

F. DD Form 1348-5, Notice of Availability/Shipment (appendix A5). A three part, carbonless paper form of continuous pin-fed, tear-away configuration. The outside dimensions are 9-1/2 by 7 inches and the detached dimensions are 8-1/2 by 7 inches. The form will accommodate 10 printed characters to the inch and may be prepared manually or mechanically. This form is a manual NOA to provide advice to materiel shipments ready for release to designated FMS CRs not having a mechanized capability for processing card documents. This form will be prepared by shipping activities and will be furnished to designated FMS CRs to provide notice of materiel shipments ready for release to countries not capable of processing the mechanical notice document. It is designed for ease of preparation by shipping activities and for use by CRs. The form will serve as a cover document for the DD Form 250, Material Inspection and Receiving Report, or DD Form 1348-1A, evidencing the specific items which constitute shipment units.

G. Standard Form 344, Multiuse Standard Requisitioning/Issue System Document (appendix A6). A multiline item document designed to accommodate a maximum of 15 single line items on one sheet.

1. The SF 344 is a multiline, paper document, measuring 10-1/2 by 8 inches. This form may be prepared by ballpoint pen, pencil, or by typewriter. It consists of two parts, one of which reflects document identification data and the other, requisition data. The document identification data serve to identify a single document and are applicable to every line item being requisitioned. The requisition data are the data applicable to the specific items being requisitioned. No deviation or modifications are authorized in the size, format, or use of this form other than as prescribed in this manual. The block alignment of this form is compatible with the numeric block alignment of DD Forms 1348 and 1348m.

2. This form may be completed in as many copies as required; however, only the original copy will be submitted to supply sources as a requisition.

3. The SF 344 when used, is authorized for use only as a requisition by the following activities:

a. Army, Navy, Air Force, and Marine Corps requisitioners placing demands on other Service supply sources, when the form is specified in inter-Service support agreements between the Services involved. (Internal use within a DoD component will be prescribed by each S/A.)

b. Service requisitioners placing demands on GSA and on DLA Supply Centers, when prescribed by the Service implementation of these procedures.

c. Civilian agencies authorized to place demands on DoD supply sources.

d. FMS customers authorized to requisition from U.S. DoD logistics systems.

2. The SF 344 will be used by authorized activities when:

a. Requisitioning sources do not have access to ADP capability when requisitioning more than a single item on the same day from the same supply source, or

b. Items being requisitioned are not identified by stock or part numbers.

5. The data entries of SF 344 are the same as prescribed for requisitions submitted on DD Forms 1348 and 1348m. The signature block is not required to be completed on requisitions submitted by Military requisitioners on DoD supply sources. Block 23 (Remarks) is provided for entry of data necessary to assist in supply decisions and which cannot be accommodated by the prescribed MILSTRIP codes.

6. Each item contained on SF 344 will be processed separately as a single line without regard to other items contained in the document. In this respect, subsequent transactions; such as status, cancellations, and followups, will be accomplished on a single line item basis by use of either the DD Form 1348 or DD Form 173/2 (Joint Messageform).

7. When the form is used to requisition items not identified by NSN or part numbers, the item descriptions may be written across an entire line or lines under requisition data, without regard to rp headings. Such data as the quantity, serial number, SUPADD, signal, and advice codes will be entered directly below the item descriptions in appropriate blocks. When more than one delivery date is applicable to a single item, Block 21 will be left blank and delivery dates will be reflected on the line(s) directly beneath the desired items.

8. The use of SF 344 as a requisition for IPE is limited to DoD requisitioners. This multiple-use form is not authorized as an invoice/shipping document for IPE.

H. DD 1348-6, DoD Single Line Item Requisition System Document (Manual-Long Form) (appendix A7). A paper document designed for use in requisitioning NSN items, part number items or other items for which the DD Form 1348m does not permit inclusion of sufficient pertinent identifying data.

1. This form is a multipart document with measurements of 6-7/16 inches in height (top to bottom) by 7-3/8 inches in width (left to right) which includes outside margins of approximately one-eighth inch on all sides. To accommodate storage facilities, this form shall not exceed 7-3/8 inches in width (size of stock punch cards). Rp 1-80 will be spaced to facilitate use of a typewriter using 10 pitch type (10 characters per inch) without requiring adjustment between fields of data. The form may be prepared by typewriter, ballpoint pen, pencil, or any suitable writing instrument. This form may be configured in sets, pads, or single sheets to accommodate the using S/A. The weight of paper stock that the form is printed on is at the discretion of the S/A. The S/As providing duplication and printing of DD Form 1348-6 are responsible to assure that the form size is not altered.

2. This form consist of two halves:

- a. Top position - which reflects MILSTRIP coded data in rp 1-80 and a reject code field.
- b. Bottom position - provides entries for other such technical data as may be necessary for identification of the item.

3. Fold Line. Provisions are made for a fold line in the middle of the form to permit folding and filing with any applicable DD Forms 1348.

4. This form may be completed in as many copies as required; however, only the original copy will be submitted to a supply source as a requisition.

5. Provision is included in the form for a separate reject code block for use by the supply source to reject the requisition, without preparation of another status document.

6. When used, this form will always be mailed.

I. MILSTRIP Message Requisition (appendix A9) and Abbreviated MILSTRIP Message Supply Message Supply Status (appendix A12)

1. A requisition may be transmitted electrically in the form of a formatted teletype message or narrative message under chapter 1. For rules governing formatted teletype messages, see appendix A15.
2. When narrative messages (DD Form 173/2, Joint Messageform) are used for this purpose, each transmission will be limited to a maximum of seven requisitions or the contents of a single page, whichever is greater. When explanatory comments are required, the correct DI will be entered. Narrative messages will only be used on an exception basis.
3. The first line in the body of the message will contain the words "MILSTRIP REQUISITIONS." Thereafter, each requisition will be numbered, commencing with number 1, and the first 66 positions of data (except for dividing slashes (/) will be inserted and divided exactly as hereafter depicted. The basic requisition will consist of 18 separate field-lengths of data.
4. Below is a sample message requisition segmented and explained.

First Line: A0E/(DI); XYS/(RI); S/(M&S); 1224005123456/(stock or part number); EA/(unit of issue); 00015/(quantity); ZY1234/(requisitioner); 1150/(ordinal date); 0112/(serial number); R/(demand); BLNK/(SUPADD); A/(signal).²

Second Line: 19/(fund); 089/(distribution); BLNK/(project); 03/(PD); 154 (RDD); 2B/(advice).³

5. Part number requisitions converted to message format are as illustrated in appendix A14.

J. MILSTRIP Message Followup (appendix A10)

1. Followups on requisitions may be transmitted electrically in the form of a formatted teletype message or a narrative message when requesting status and improved ESD, under chapter 2. For rules governing formatted teletype messages, see appendix A15.
2. When narrative messages (DD Form 173/2) are used for this purpose, each transmission will be limited to a maximum of seven followups or the contents of a single page, whichever is greater.
3. The first line in the body of the message will contain the words "MILSTRIP FOLLOWUPS." When requesting normal status, DIs AF1, AF2, and AF3 apply. When requesting improved ESD, DI AFC applies. Exception data, remarks, and additional wording will be omitted unless DI AT_ is used. The DI dictates action to be taken by the supply source, under chapter 3, and added comments or requests are not applicable since the narrative message is no more than one of the media of communications for submitting followups.
4. Below is a sample narrative follow message segmented and explained:

First Line: AT5/(DI); S/(M&S); 8305001234567/(stock or part number); EA/(unit of issue); 00040/(quantity); XTZ456/(requisitioner); 1250/(ordinal date); 0111/(serial number); R/(demand); BLNK/(SUPADD).⁴

²When an element of data is not available, the field will be reorganized and entered as "BLNK."

³See Footnote 2.

⁴See Footnote 2.

Second Line: 12/(fund code); 089/(distribution code); BLNK/(project code); 02/(PD); 154/(RDD); 2B/(advice).⁵

K. Request for Supply Assistance. Request for Supply Assistance under chapter 2 (basic manual) is illustrated in appendix A11. Paragraphs J.3. and J.4., above also apply, except DI AFC will always be used. This will assure manual review and reply using chapters 3 and 4 of basic manual.

L. Message Cancellation

1. Cancellation of a requisition may be transmitted electrically in the form of formatted teletype message or a narrative message under chapters 1 and 2. For rules governing formatted teletype messages, see appendix A15.

2. When narrative messages (DD Form 173/2) are used for this purpose, each transmission will be limited to a maximum of seven cancellations or the contents of a single page, whichever is the greater.

3. The first line in the body of the message will contain the words "MILSTRIP CANCELLATIONS." Exception data, remarks, and additional wordage will be omitted.

First Line: AC1/(DI); FMI/(RI); 2/(M&S); 8305001234567/(stock or part number); EA/(unit of issue); 00040/(quantity); FB2300/(requisition- er); 6265/(ordinal date); 0111/(serial number); R/(demand code); BLNK/(SUPADD); A/(signal).⁶

Second Line: 12/(fund); 089/(distribution); BLNK/(project); 02/(PD); 354/(RDD); BLNK/(advice).⁷

M. Abbreviated Message Documents (appendices A12 and A13)

1. Abbreviated message formats are provided for MILSTRIP followups (DI AF_ series only), cancellations, supply status, and shipment status, respectively. Use of these documents will be at the option of the individual S/A. Use between S/As will be based upon agreement between the S/As.

2. Abbreviated message followup (DI AF_ only) and cancellation documents will be initiated only by those activities lacking capability to prepare machine readable documents for transmission by **DDN**.

3. When abbreviated messages are used, each message will be limited to a maximum of seven line items or the contents of a single page, whichever is greater.

4. The first line in the body of the message (DD Form 173/2) will contain the words "ABBREVIATED MILSTRIP FOLLOWUPS, CANCELLATIONS, SUPPLY STATUS, OR SHIPMENT STATUS," as applicable. Thereafter, each line item will be numbered, commencing with number 1. Slashes (/) or other appropriate marks will be inserted between each code and/or data element as

⁵See Footnote 2 on page A-6.

⁶See Footnote 2 on page A-6.

⁷See Footnote 2 on page A-6.

depicted in appendices A12 and A13. The authorized data element⁸ and code entries for abbreviated messages are as follows:

- a. Followups and cancellation requests (no supply status received).
 - (1) Document identifier.
 - (2) Routing identifier (to).
 - (3) Stock or part number.
 - (4) Unit of issue.
 - (5) Quantity.
 - (6) Requisition document number.
 - (7) Distribution, when applicable; otherwise, leave blank.
 - (8) Priority designator.
- b. Followups and cancellation requests (supply status received).
 - (1) Document identifier.
 - (2) Routing identifier (to).
 - (3) Stock or part number.
 - (4) Unit of issue.
 - (5) Quantity.
 - (6) Requisition document number.
 - (7) Suffix when applicable; otherwise, leave blank.
 - (8) Status.
 - (9) Distribution, when applicable; otherwise, leave blank.
 - (10) Priority designator.
- c. Supply status.
 - (1) Document identifier.
 - (2) Stock or part number.

⁸See Footnote 2 on page A-6.

- (3) Unit of issue.
- (4) Quantity.
- (5) Requisition document number.
- (6) Suffix, when applicable; otherwise, leave blank.
- (7) Priority designator.
- (8) Status.
- (9) Estimated shipping date.
- d. Shipment status.
 - (1) Document identifier.
 - (2) Quantity.
 - (3) Requisition document number.
 - (4) Suffix, when applicable; otherwise, leave blank.
 - (5) Date shipped or estimated shipping date.
 - (6) Priority designator.
 - (7) TCN GBL number, registered parcel post number, or other shipment number.
 - (8) Mode-of-shipment.

N. Materiel Obligation Validation Form Letters and Messages. Form letter requests, followup requests, message requests, and replies are provided in appendices A16-A21 for use in connection with MOV procedures under chapter 7.

O. DD Form 1348-1A, Issue Release/Receipt Document (appendices A26 through A30)

1. **Non-Preprinted Issue Release/Receipt.** A single line item, single part form produced on plain stock paper (see example, appendix A26). The size may vary within a range of 7-3/4 to 9 inches long (side to side) and 4 to 5 inches high (top to bottom) (see chapter 5). Data to be entered in the data blocks are shown in appendices C45A and C46A. Blocks 24, 25, and 26 will contain bar coded data except for DRMO documents. DRMO documents will not contain bar coding in Block 26.

2. **Preprinted Issue Release/Receipt Document.** LOGMARS bar coding will be accomplished by those activities that have the necessary equipment in place (see example, appendix A27). All data blocks will contain in-the-clear data as required. Blocks 24, 25, and 26 will contain bar coded data except for DRMO documents. DRMO documents will not contain bar coding in Block 26. For those activities that do not have bar coding capabilities, the form may be prepared by typewriter or pen (see example, appendix A28). When the form is prepared manually, bar coded data will not be included. Specifications for the preprinted form are as follows:

ITEM **NARRATIVE**

DESCRIPTION: The form measures 8 inches wide (side to side) with a border of one-fourth inch on either side, total measurement of 8-1/2 inches; length (top to bottom) measures 5 inches with a border of one-fourth inch on either side; total measurement of 5-1/2 inches. Preprinted forms may be configured in two or more forms to a set. The image area of the form is 8-1/2 inches wide by 5-1/2 inches high; overall size, including pin-fed tabs, is 9-1/2 by 6 inches. Copies of the preprinted forms will be numbered; for example, copy 1 and copy 2, in the lower right portion of the bottom margin and copy 2, in the lower right portion of the bottom margin.

SPACING: Vertical spacing will be in increments of one-sixth of an inch.
Horizontal spacing will be in increments of one-tenth of an inch.

PAPER: Good quality, new, highly reflective, 15-16 pound paper stock. Recycled paper will not be used. The paper may be any color that provides a minimum bar code print contrast signal (PCS) as specified in MIL-STD-1189 (reference (ss)).

3. The Issue Release/Receipt Document data elements, configuration and locations are as follows:

<u>DATA ELEMENT NAME</u>	<u>LENGTH</u>	<u>RECORD POSITION(S)</u>
Document Identifier	3	1-3
Routing Identifier (From)	3	4-6
Media and Status	1	7
Unit of Issue	2	23-24
Quantity	5	25-29
Service	1	45
Supplementary Address	5	46-50
Signal	1	51
Fund	2	52-53
Distribution	3	54-56
Project	3	57-59
Priority	2	60-61
Required Delivery Date	3	62-64

<u>DATA ELEMENT NAME</u>	<u>LENGTH</u>	<u>RECORD POSITION(S)</u>
Advice	2	65-66
Routing Identifier	3	67-69
Ownership/Purpose	1	70
Condition	1	71
Management	1	72
	1	73
Unit Price	7	74-80

<u>BLOCK ELEMENT NAME</u>	<u>BLOCK SIZE/ NO. OF CHARACTERS</u>	<u>BLOCK NUMBER</u>
Total Price	10	1
Ship-From	10	2
Ship-To	9	3
Mark-For	19	4
Doc Date	5	5
NMFC	9	6
Freight Rate	8	7
Type Cargo	10	8
Physical Security	4	9
Quantity Received	7	10
Unit Pack	3	11
Unit Weight	10	12
Unit Cube	7	13
UFC	6	14
Shelf Life	3	15

<u>BLOCK ELEMENT NAME</u>	<u>BLOCK SIZE/ NO. OF CHARACTERS</u>	<u>BLOCK NUMBER</u>
Freight Classification Nomenclature	36	16
Item Nomenclature	36	17
Type Container	5	18
No. of Containers	8	19
Total Weight	13	20
Total Cube	10	21
Received By	26	22
Date Received	10	23
Document Number and Suffix (30-44)	44	24
National Stock Number and Additional (8-22)	44	25
RI (4-6) UI (23-24) QTY (25-29) Cond Code (71) DIST (55-56) UP (74-80)	80	26
Additional Data	Variable	27

4. The Issue Release/Receipt Document is used as:

- a. An issue document from distribution point to consignee resulting from a requisition.
- b. A release document for retrograde materiel or interbase (post, camp, station, etc.) movements.
- c. A materiel return document from base to depot.
- d. A receipt document by the consignee.
- e. Disposal turn-in document.
- f. Local requisition on DRMO.

5. The Issue Release/Receipt document is designed to accommodate the various elements of data used by any of the Services as source information for preparing other documentation. The document enables supply sources to use a single method of documentation for all requisitions and

provide a standard receiving document that will accommodate both manual and automated requisitioners and consignees.

P. AUTOMATED PACKING LIST. An optional single part listing of line items shipped. The APL is free form; for example, it is not designed as a DD form. The data elements and suggested format for the APL are at appendix A31.

Q. DD Form 1348-2, Issue Release/Receipt Document with Address Label (appendix A32).

1. The Services/Agencies have the option to stock or print the DD Form 1348-2. The DD Form 1348-2 configuration is a DD Form 1348-1A with a perforated address label attached to the outer right edge. The length of the DD Form 1348-2 is 13 inches. The DD Form 1348-2 may be configured for printing as continuous forms. For continuous forms configuration, pin-fed strips of one-half inch on each side may be added. The length of the DD Form 1348-2 with pin-fed strips will not exceed 14 inches. The address label dimensions of the DD Form 1348-2 are 4-1/4 inches long and 5-1/2 inches high. Use of the address label with preprinted postage data is only authorized for shipments by the U.S. Postal Service. The address label will contain the following elements:

a. **Postage Data.**

b. TCN Data.

c. Weight Data.

d. Type Service Data.

e. From Data.

f. Ship-to Data.

2. Data will be entered on the address label as follows:

a. Postage Data: All shipments through the U.S.P.S. must contain the following phrase, "OFFICIAL BUSINESS." This phrase will be printed on the bottom line of the postage block.

b. Transportation Control Number: Enter the TCN applicable to the shipment.

c. Weight: Enter the weight of the item being shipped.

d. Type Service: Enter the appropriate type of delivery service; for example, first class-priority, express mail, and military official mail (MOM).

e. From: Enter in-the-clear mailing address to include the zip code of the shipper.

f. Ship-to: Enter the applicable in-the-clear address of the activity that will receive the shipment. If mark-for data is required, enter the mark-for data above the city/state/zip code data. If the POE is required, enter the POE in this block.

APPENDIX A3

RESERVED

APPENDIX A4

RESERVED

APPENDIX C

FORMATS

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APPENDIX C45

RESERVED

APPENDIX C46

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